

Category: **Athletics/Activities/Coaching**

Date Posted: **1/3/2019**

Location: **Harding High School**

Date of Availability: **Immediately**

Date Closing: **01/10/2019**

JOB OPENING

BRIDGEPORT PUBLIC SCHOOLS

45 Lyon Terrace, Bridgeport, CT 06604

Internal Posting

**School Based Athletic Director
Harding High School**

RESPONSIBILITIES:

- Oversees interscholastic athletics at the high school level.
- Provides leadership for the school based athletic program.
- Serves as a conduit between the athletic program and the immediate community, including public relations and the promotion of the school's interscholastic program.
- Assumes responsibility for the organization and scheduling of all interscholastic athletic events when necessary.
- Facilitates the scheduling of necessary personnel as required to host athletic events, including submitting schedules to the Director of School Security in order to provide security and ambulance coverage for home athletic events and submitting schedules to the assigned officials for individual sports in order to meet officiating requirements for home athletic events.
- Evaluates coaches at the school level in accordance with the School District evaluation plan.
- Arranges transportation for athletic events as necessary.
- Maintains ongoing communication with school based administrators.
- Maintains student records, including physical exam verification, academic eligibility verification and birth certificates.
- Ensures that coaching personnel complete student accident reports in accordance with established guidelines.
- Prepares and submits a list of all coaches' athletic equipment requests to school administration.
- Assumes responsibility for the distribution, storage and collection of all equipment.
- Coordinates practice schedules for all sports.
- Plans and supervises a recognition program for student athletes and cheerleaders.

- Promotes good will and public relations among parents, coaches and school administration.
- Attends all Athletic Directors' meetings.
- Supervises ticket sales at home athletic events and assumes responsibility for proper handling of funds.
- Performs other duties as assigned.

REQUIREMENTS:

- A valid Connecticut educator certificate **and** a valid coaching permit.
- CIAC concussion management course.
- Current C.P.R. and first aid certification.
- Knowledge of complex scheduling preferred.
- Knowledge of the School District staff evaluation plan preferred.
- Ability to maintain a professional working relationship with all personnel.
- Knowledge of the policies and procedures that govern high school athletics preferred.

APPLICATION DEADLINE:

OPEN UNTIL FILLED

Qualified candidates who wish to apply should access the Bridgeport Public Schools on-line application web site:

<http://www.applitrack.com/bridgeport/onlineapp>

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