



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

NOTICE OF VACANCY

POSITION: HIGH SCHOOL ACTIVITIES DIRECTOR

**LOCATION: Calvert High School
Huntingtown High School
Northern High School
Patuxent High School**

JOB SUMMARY: The high school activities director provides leadership for all student activities and athletics in all matters at the county, conference and state level and coordinates the use of facilities. The director will work with the administration, staff, students and community to ensure a successful experience for all stakeholders. Directors shall enforce the policies and procedures of the school, Calvert County Public Schools, the Southern Maryland Athletic Conference, and the Maryland Public Secondary Schools Athletic Association.

REPORTS TO: School Principal

KNOWLEDGE, ABILITIES AND SKILLS: (These are pre-employment knowledge, abilities and skills that apply to the Essential Job Functions.) At the time of application, the candidate must:

1. Hold a Bachelor's Degree.
2. Hold, or be eligible for, a Maryland State Teaching Certificate.
3. Have a minimum of 5 years of successful teaching experience at the high school level.
4. Have a minimum of 3 years of high school coaching experience.
5. Have NIAAA Registered Athletic Administrator certification.
6. Demonstrate excellent oral and written communication skills.
7. Demonstrate management, leadership and human relations skills.
8. Demonstrate ability to exercise good judgment in making decisions.
9. Demonstrate proven ability to carry an assignment to its completion.
10. Have thorough knowledge of county and state rules, policy and procedures as they relate to athletics and extra-curricular activities.
11. Have ability to work flexible hours.
12. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable
13. Demonstrated success in accomplishing tasks akin to the duties and responsibilities listed below

ESSENTIAL JOB FUNCTIONS:

1. Shall attain the Certified Athletic Administrator degree from the National Interscholastic Administrators Association or Master's Degree in Athletic Administration.
2. Successfully pass CCPS online Coaches Exam.
3. Attends regular meetings in the area of athletics and extra-curricular activities including monthly AD meetings, Booster meetings, and SMAC Board of Control Meetings.
4. Attends home contests and activities, in which his/her school is involved, or appoint and train a representative to act in his/her absence which will include evening and weekend.
5. Conducts coaches' orientation sessions, mentors new coaches and sponsors, supervises and advises returning coaches and sponsors, monitors coaches' compliance with conference and MPSSAA regulations.
6. Evaluates all coaches and sponsors with the principal/designee.
7. Creates and maintains a database for coaches' certification/required trainings as well as a data base of student-athletics to include, but not be limited to parental permission, insurance, academic eligibility, awards, and physicals.
8. Arranges for the advertising of EWEP vacancies, arranges for and participates in the interviewing of applicants for coaching positions, volunteers, directs the preparation of and distribution of EWEP contracts.
9. Inspects the building, grounds, stands, athletic field, equipment, etc., to ensure that safety standards have been met and submit the required work orders.

10. Schedules and coordinate officials, game workers, rescue squad, transportation, security and payment of related staff for all athletic events.
11. Coordinates the use of school facilities with school staff, county staff and community organizations to avoid conflicts and schedules the appropriate staff.
12. Maintains the school calendar and signage (i.e. events, field trips, etc.).
13. Approves all press releases concerning the overall athletic program and student extra-curricular activities for print and electronic distribution.
14. Creates and maintains an inventory of all athletic uniforms and equipment and have a rotational guide for replacement of such items.
15. Develops and implements rules and regulations governing receiving visiting teams.
16. Provides and accounts for tickets that are used for admission to any paid activity and ensures the accuracy and security of all gate and concessions receipts.
17. Supervises the arrangements for cleaning, repairing, and maintaining of uniforms and equipment.
18. Interprets the County, Conference and State Athletic Association rules and regulations.
19. Conducts pre-season meetings and athletic awards programs with students and parents for all sports teams.
20. Initiates and implements procedures for care and use of locker rooms and all physical facilities.
21. Verifies academic eligibility of student participants.
22. Develops and monitors the school's athletic budget, oversees financial dealings of individual sports teams, purchases materials and equipment to support the program, and oversees activities - related fundraising under director of the principal.
23. Communicates regularly with the school principal and supervisor of athletics regarding activities and athletics.
24. Participates in the development of the school's Crisis Response plan with administrators and safety advocates and conducts staff training throughout the year.
25. Performs other duties as may be assigned by the principal.

OTHER DUTIES: Performs related work as required or assigned by the Principal. May only coach a team under emergency situations with the approval of the school principal.

PHYSICAL DEMANDS: Position requires significant periods of standing, walking and lifting and is performed in a typical school environment.

UNUSUAL DEMANDS: None

TERMS OF EMPLOYMENT: Receives the stipend for the Athletic Director position. Eleven (11) month position and salary commensurate with qualifications and experience applied to the current Calvert County Public Schools' salary schedule for teachers. If selected for this position, the candidate must enroll in direct deposit.

EVALUATION: Performance will be evaluated in accordance with the policy on evaluation as established by the Calvert County Public Schools.

FLSA STATUS: Exempt

APPLICATION PROCEDURE: Application deadline is May 30, 2016. Applicants please apply through the AppliTrack system located on the Calvert County Public Schools' website – www.calvertnet.k12.md.us

References must be directly related to educational experience and must include immediate supervisor.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

Nondiscrimination Statement

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
410-535-1700

For further information on notice of non-discrimination, visit the Office of Civil Rights Complaint Assessment System at: <http://ocrcas.ed.gov> or call 1-800-421-3481.

Anti-sexual, Anti-racial and Anti-disability Harassment Statement

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment. Students, parents and community members may report allegations of harassment to:

Ms. Kimberly Roof
Director of Student Services
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Employees may report allegations of harassment to:
Dr. Victoria Karol
Director of Human Resources
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

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