

**CHRISTOPHER COLUMBUS CAMPUS
ATHLETIC DEPARTMENT**

**PER SESSION VACANCY NOTICE 2014-15
(SUBJECT TO FUNDING AVAILABILITY)**

DATE: April 25, 2014

POSITIONS: Athletic Director

LOCATION: Christopher Columbus Campus

ELIGIBILITY: NYC DOE Supervisory License

SELECTION CRITERIA:

1. Must have satisfactory rating as a NYC licensed employee
2. Must have good attendance and punctuality record
3. Must have excellent record keeping and organizational skills
4. Must have excellent verbal and written communication skills
5. Must have good rapport with students, parents/guardians, and staff
6. Preferably knowledge of PSAL rules and regulations
7. Preferably experience with PSAL audits
8. Preferably experience with all PSAL mandated student-athlete documents including medicals, parent/guardian permission slips, etc.

DUTIES AND RESPONSIBILITIES:

1. Responsible for adhering to PSAL rules and regulations as directed in the Athletic Director's Manual.
2. Responsible for ensuring PSAL rules and regulations are followed as per Athletic Director's Manual
3. Responsible for ensuring Chancellor's Regulations are followed
4. Responsible for organizing and maintaining practice schedules
5. Responsible for facilitating coaching staff meetings
6. Responsible for working after school hours and weekends
7. Responsible for conducting observations which will result in coaches' end of year rating
8. Responsible for supervising practices
9. Responsible for maintaining accurate athletic department records as it pertains to PSAL rules and regulations
10. Responsible for ensuring all student athletes are academically supported to ensure they meet and maintain campus academic requirements
11. Responsible for ensuring the athletic department is in compliance at all times

WORK SCHEDULE: August 10, 2014 to June 30, 2015: Afterschool and weekends, not to exceed PSAL per-session allotment

SALARY: As per collective bargaining agreement

APPLICATION: Submit the following to Sandra Burgos, PSAL Supervising Principal, in room 201 or at sburgos3@schools.nyc.gov, **ASAP**

- Resume
- DP175 (per-session application)
- Copies of PSAL Certifications

Service exceeding the number of hours specified in the most current personnel memorandum concerning per session hours and/or service in one or more per session activities in a per-session school year, requires prior approval of the Executive Director of Human Resources. The appropriate Chief Administrator, Executive Director, Assistant Superintendent of High School, Community Superintendent or Special Education Superintendent must make the request in writing (form DP175W) and receive written approval before the person can begin working in the activity. Requests should be sent to the Division of Human Resources - Per Session Monitoring Unit at 65 Court Street, Brooklyn, NY 11201, room 405-G, for details, please refer to Chancellor's Regulation C-175 dated June 9, 2009. **AN EQUAL OPPORTUNITY EMPLOYER**
M/F/H