

THE NEW YORK CITY DEPARTMENT OF EDUCATION  
DIVISION OF HUMAN RESOURCES  
65 Court Street, Brooklyn, N.Y. 11201 – REVISED 10/09/12

Post Date: October 21, 2015

Deadline: November 10, 2015

**PER SESSION VACANCY CIRCULAR # 4H 2013-2014 Please Post**  
(SUBJECT TO PSAL FUNDING AVAILABILITY)

**POSITION:** Athletic Director (Contingent on PSAL funding)

**LOCATION:** William Howard Taft Educational Campus

**ELIGIBILITY:** New York City Licensed Teacher with First Aid and CPR/AED Certification (Mandatory) ability to work at William Howard Taft Educational Campus, 240 E. 172<sup>nd</sup> Street, Bronx, NY 10457

**SELECTION CRITERIA:**

- Knowledge of PSAL regulations/procedures.
- Must be able to coordinate the campus athletic program
- Flexible hours depending on campus need
- Good attendance/sensitivity to students and ability to work with staff/parents
- Very good record keeping/organizational skills
- Experience as an Athletic Director/Experience/skills appropriate for discharging the duties of Athletic Director.
- Demonstrated ability/interpersonal skills to work collaboratively with campus students, teachers, parents, coaches, referees, PSAL liaisons.
- Good interpersonal skills and ability to comply and implement principal directives and campus policies.

**DUTIES:**

- Attendance at all home games to ensure event kicks off successfully, all practices, all meetings
- Carefully check and enforce eligibility regulations each marking period
- Prepare schedules and monitor PSAL payrolls with payroll secretary
- Distribute, collect, store, and maintain equipment and conduct inventories at the start of and end of seasons (distribution/return) and upkeep of equipment and materials.
- Coordinate, order and repair of equipment; address facilities issues of athletic spaces with PSAL Principal
- Fundraise to finance team costs.
- Follow all PSAL/NYC DOE regulations for fund expenditures, Standard Operating Procedures, and Chancellor's Regulations
- Coordinate all home games security with school safety agents and act as site supervisor
- When on site, address emergency issues (including OORS) surrounding accidents, safety, health, and welfare and relay information to campus PSAL Principal
- Ensure that coaches report Statistical Data as well as reports on games to the PSAL website
- Address issues with the press only when sanctioned expressly by PSAL Principal
- On behalf of PSAL Principal, lead searches for PSAL teams/sports-club programs and participate in interviews

**SALARY:** As per collective bargaining agreement

**SCHEDULE:** Activity may be performed 7 days/week, but may not exceed (appx) 250 hours; time begins before the beginning/end of the regular pedagogical day. Dependent on PSAL funding

**APPLICATION:** Send letter of application, resume, along with attached OP175 by cob **November 10, 2015** to Principal James Waslawski  
240 East 172<sup>nd</sup> Street, Rm 163

Note: Please note that all per session vacancy circulars will be posted on the Division of Human Resources web site at <http://schools.nyc.gov/Careers/Schools/default.htm> under "Per Session Opportunities" Service exceeding the number of hours specified in Chancellor's Regulation C-175 governing per session activities requires prior approval. The appropriate Per Session Supervisor must make the request via the Per Session Service System and receive approval before the person can begin working in the activity. **Failure to obtain a valid waiver may result in the withholding of payment for hours worked beyond the maximum.**

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

APPROVED: Peter Ianniello PHD