

Posting #062117-78

**OFFICIAL POSTING
HUDSON CITY SCHOOL DISTRICT**

Central Administration
Hudson, New York 12534

This official posting of openings is in conformance with all
New York State Laws, Local Laws and Labor Regulations.

ANNOUNCEMENT OF THE FOLLOWING ANTICIPATED VACANCY

ATHLETIC DIRECTOR

SBL or SDL Certification Required
Stipend - \$4,500

Job Description Attached

Qualified candidates should submit a letter of interest, resume,
proof of certification to: Human Resource Office, Hudson City School
District, 215 Harry Howard Avenue, Hudson, NY 12534 by the close of
business on July 5, 2017.

The Hudson City School District offers employment and educational
opportunities, including vocational education opportunities without
regard to sex, race, color, national origin, or handicap.

We welcome applications from those who contribute to our diversity.

06/21/17

Superintendent

Athletic Director Duties

Events

- Hire chaperones for all home football, girls and boys basketball, and baseball events
- Collect, review, and sign off on chaperone time sheets before submitting to payroll
- Set up ticket tables at football and basketball games, collect the money after the event, and return to the treasurer for accounting
- Supervise chaperones
- Assist with supervision/security
- Be on site administrator/point person for officials when there are disruptions or problems with members of the audience (expected to deal with poor behavior)

Athletic Code of Conduct

- Academic Probation
 - o Required to check the grades of every single athlete every five weeks to determine whether they failed two courses and will be required to submit to the rules of probation
 - o Meetings held with all probationary students upon probation placement to detail the requirements and provide paperwork
 - o Must track each of those athletes every week and determine whether they met their probation requirements by collecting probation documentation
 - o Students who fail to meet their probation requirements must be removed from athletics for the following week and that student and their coach must be informed
 - o Students who fail physical education at either a five week period or the quarter mark must be met with and removed from the team
- Receive information from coaches, parents, and concerned community members in relation to athlete behavior and apply disciplinary actions against athletes if it is found they are in violation of the Code
 - o Inform parents about their athlete's Code infractions and the associated punishments

Hiring

- Collect all coaching applications and make recommendations to Human Resources for hiring
- Conduct interviews of applicants when there is more than one
- Instruct potential applicants of requirements to get started

Mediation

- Facilitate meetings and act as arbiter when there are problems or disputes between parents and coaches or coaches and players
- Facilitate meetings between coaches, parents, and an athlete when athletes want to play more than one sport in a season
 - o A contract must be signed by all parties in attendance if an agreement to play two sports simultaneously can be made

- Negotiate with buildings and grounds to meet the preferences of the coaches

Evaluations

- Attend practices and contests conducted by each coach to evaluate their quality
- Write and submit coaching evaluations to human resources for record

Sports Recognition Night

- Attend and act as master of ceremonies