

NEW YORK SCHOOL FOR THE DEAF

555 KNOLLWOOD ROAD
WHITE PLAINS, NEW YORK 10603

(914) 949-7310 (V) (914) 259-8011 (VP) (914) 949-2331 (FAX)

2023

POSITION DESCRIPTION

TITLE: Athletic Programs Coordinator

REPORTS TO: Superintendent

MAJOR RESPONSIBILITIES:

- Manage and coordinate all aspects of the School's athletic programs and assigned after-school activities; including Interscholastic Athletics (7-12) and Intramurals (K-12)
- Develop and implement policies, procedures, and regulations for athletic programs that align with the School's values and mission.
- Prepare a master sports calendar that includes games, practices, and events for all teams
- Responsible for travel arrangements and necessary overnight accommodations for teams
- Manage athletic department budget including fundraising and grant opportunities
- Purchase uniforms and athletic equipment as needed and maintain related inventory
- Responsible for hiring head and assistant coaches
- Supervision of students on bus to The Bronx following the 10:1 ratio, if necessary
- Supervise the head and assistant coaches and provide necessary support and guidance; provide for in-service of coaching staff as needed
- Ensure that all coaches are appropriately certified in CPR, First Aid and concussion training
- Ensure that adequate medical supplies and first aid equipment are available at home and away games and that teams traveling to away games carry an AED
- Ensure that all athletes have appropriate physical exams and clearance to participate in sports
- Ensure that all participating athletes are eligible in accordance with school and other applicable rules; maintain a file of necessary permission, eligibility forms and contact information on all student participants
- Ensure compliance with all state and federal regulations, as well as those set forth by the School
- Supervise all home athletic contests and accompany the teams to out-of-area tournaments/events
- Hire officials for all home athletic events and arrange compensation at the end of the season
- Maintain regular communication with parents, the principal and the community on aspects of the athletic program including but not limited to sharing competition results; informing parents and others about practice and game schedules; schedule changes; securing parental permission; travel plans; early school dismissal; and disciplinary measures

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- Develop and implement programs that promote healthy lifestyles and wellness for all students
- Foster a positive and inclusive culture that promotes sportsmanship and character development.
- May transport students to and from sporting events in provided school vehicles
- Perform other duties as assigned by the Supervisor

QUALIFICATIONS:

- NYS Certification in Deaf and Hard of Hearing Education or Administration preferred; willingness to obtain certification acceptable
- Master's degree in Physical Education or a related field
- Fluency in American Sign Language
- CPR, First Aid, and concussion training certified
- Knowledge of applicable NYS rules and regulations pertaining to athletic participation and competition
- Ability to work flexible hours, multi-task and complete tasks in a timely manner
- Understanding and appreciation of athletics' co-curricular impact on student development
- Understanding of age-appropriate conditioning and fitness

SALARY: \$75,000 - \$90,000 commensurate with education and experience

APPLICATION DEADLINE: May 19, 2023

TO APPLY: Forward a resume with cover letter to: fax 914-703-4003 or email employment@nysd.net

New York School for the Deaf is an Equal Opportunity Employer