



Job Description

Job Title: Supervisor I, Athletics & Driver Education **Supervisor:** Program Administrator, Youth Development
Position Code: 1E23, AE23 **Pay Grade:** 44S
Job Classification: Exempt **Contract Length:** 245 Days

Job Summary

This is administrative and supervisory position in organizing and operating an effective and comprehensive athletic and driver education program, and for coordinating community use of Todd Stadium. Position is responsible for developing, implementing and supervising Virginia High School League (VHSL) activities in the schools and all in-vehicle driver education. The work involves preparing budgets, conducting needs assessments, developing written guides and conducting appropriate programs of staff development.

Essential Duties

Athletics:

1. Assesses all VHSL activities and makes recommendations to appropriate administrators for change, improvement, or discontinuance.
2. Assists principals and the schools' athletic directors in supervising and evaluating the activities to ensure quality and continuous improvement.
3. Works with Student Athletic Specialist in the preparation of an annual budget and the keeping of accurate records of school expenditures for all VHSL supplies and equipment.
4. Works closely with the Student Athletic Specialist to evaluate equipment and supplies in current use, consults with sales representatives, previews and evaluates new materials and makes recommendations for their adoption.
5. Coordinates the joint use of school facilities with Newport News City Department of Parks and Recreation and the community.
6. Reviews and makes recommendations on the location of all equipment and play fields with principals, the school plant facilities, and City parks and recreation personnel.
7. Monitors VHSL activities to ensure Title IX compliance.
8. Develops appropriate written guides and materials for all phases of the VHSL activities.
9. Serves as a primary information source for principals, coaches, athletic directors and general public on all VHSL matters and interpretation of VHSL rules and regulations.
10. Develops and maintains coaches' handbook and parent-athlete handbook.
11. Develops and provides the master schedule for the use of Todd Stadium, assists in coordination of athletic tournaments sponsored by the school division.
12. Attends all events held at Todd Stadium; supervising the stadium concession stands and all associated financial accountability; and maintaining financial records for all athletic events at the stadium and schools.
13. Models nondiscriminatory practices in all activities.

Driver Education:

1. Provide and maintain budget.
2. Provide necessary student and teacher instructional materials.
3. Maintain knowledge of current laws.
4. Check DMV records of all driver education teachers.
5. Develop schedules for in-vehicle classes.
6. Hire teachers and student assistants for the range and road classes.
7. Maintain driver education range facility.
8. Coordinate vehicle maintenance with NNPS transportation shop.
9. Develop in-vehicle schedules, compile payroll, deposit fees, and maintain two-way range and road communication system.
10. Handle after hours security calls for stadium and driver education building areas.

Other Duties

1. Performs any other related duties as assigned by the Program Administrator, Youth Development or other appropriate administrators.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Bachelor’s degree and at least three (3) years experience coaching. Considerable knowledge of VHSL Regulations. In addition, must have a current driver’s license, a driving record with plus points and no record of reckless driving or DUI within the last two year. Working knowledge of Title IX and its applicability to public school athletics and driver education. Understanding and working knowledge of national, state, and local initiatives concerning athletics. Ability to establish and maintain effective working relationships with school administrators, the School Board, parents, students, and general public. Knowledge of policy, organization and operation of a public school division. Ability to communicate effectively both orally and in writing, including the ability to publish and to make presentations to community groups, organizations, and other officials. Ability to effectively manage several tasks simultaneously, using organizational, managerial and leadership skills.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; physical agility to lift up to 25 pounds; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office or school environment. The noise level in the work environment is usually moderate.

Supervision Exercised: Assigned Staff

Supervision Received: Program Administrator, Youth Development

This job description in no way states or implies that these are the only duties to be performed by this employee. The Supervisor I, Athletics and Driver Education will be required to follow any other instructions and to perform any other related duties as assigned by the Program Administrator, Youth Development, or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date