

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

SUPERVISOR OF PUPIL SUPPORT SERVICES AND ATHLETICS

SALARY SCHEDULE: ADMINISTRATIVE - D

COST CENTER: PUPIL SUPPORT SERVICES (9051)

QUALIFICATIONS:

- (1) Master’s Degree from an accredited educational institution.
- (2) Minimum of three (3) years’ experience in school-based and/or central office educational leadership.
- (3) Certification in Educational Leadership.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of current trends and research regarding student dropout prevention programs, alternative programs and student discipline programs. Ability to communicate effectively across a wide spectrum of people. Knowledge of national, state and district educational trends in athletics and knowledge of effective school concepts and principles.

REPORTS TO:

Executive Director, Pupil Support Services

JOB GOAL

To provide administrative oversight and leadership for student alternative, dropout prevention, discipline programs. To provide leadership in planning, developing and implementing athletic programs.

SUPERVISES:

Clerical Staff as assigned
Program Specialist

PERFORMANCE RESPONSIBILITIES:

- * (1) Monitor and analyze student performance data for identified student populations that demonstrate an achievement gap.
- * (2) Identify educational strategies and programs that are “best practice” in meeting the needs of at-risk students.
- * (3) Oversee district alternative programs for at-risk students requiring intensive remediation and/or behavior management.
- * (4) Collect data to monitor effectiveness of district alternative programs.
- * (5) Provide technical assistance to school site-based personnel with the implementation of alternative dropout prevention and academic intervention programs.
- * (6) Provide school site-based personnel with the requirements (laws /regulations) pertaining alternative dropout prevention and academic intervention programs.
- * (7) Coordinate the negotiation of contracts for providing services to at-risk students in an alternative program.
- * (8) Supervise activities related to the district response to principal recommendation of student expulsion.

SUPERVISOR OF PUPIL SUPPORT SERVICES AND ATHLETICS (Continued)

- * (9) Establish and maintain effective channels of communication with all stakeholders.
- * (10) Serve as District contact person for Dropout Prevention and Academic Intervention programs.
- * (11) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (12) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- * (13) Coordinates activities related to the District's athletic programs including scheduling, contracts, coaches' certification, budget allocations, facility usage, and student eligibility determination.
- * (14) Maintains athletic handbooks, facilitates regular meetings with high school and middle school athletic directors, and recommends policy and procedure updates as appropriate.
- * (15) Monitors athletic programs/services for the purpose of ensuring stated outcomes are achieved, relevant policies and procedures are met, and services are efficiently provided within budgetary guidelines.
- * (16) Prepares a wide variety of materials (e.g. agendas, minutes, financial records, athletic schedules, contracts, reports, updates/corrections to league constitution and bylaws, etc.) for the purpose of documenting activities and issues, conveying/gathering information and/or providing supporting materials to others including news media, athletic organizations, sponsors, boosters, etc.
- * (17) Serves as liaison between the District and local and state athletic authorities for the purpose of addressing matters that impact the District's athletic program.
- * (18) Provides training for athletic coaches for the purpose of ensuring compliance with FHSSA rules and requirements.
- * (19) Provides oversight for high school athletic trainers in collaboration with the Supervisor for Health and Preventative Services.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

*Essential Performance Responsibilities