

Newburgh Enlarged City School District
Job Description

TITLE:	Athletic Director
REPORTS TO:	Assistant Superintendent of Curriculum Instruction
QUALIFICATIONS:	<ul style="list-style-type: none"> ● New York State Certifications: <ul style="list-style-type: none"> ○ Initial or Professional Certification in Physical Education ○ School District Leader (SDL) and/or School District Administrator (SDA) certification, as required for central office or districtwide administrative roles. ● Demonstrated experience successfully directing an interscholastic athletic program across middle and high school levels. ● Proven ability to manage operations including oversight of coaching staff, athletic facilities, scheduling, and regulatory compliance. ● Strong knowledge of NYS Physical Education Learning Standards, as well as integration of athletics within the broader educational mission. ● Thorough understanding of NYSPHSAA, Sectional, and District Athletic Council regulations, along with Title IX and SED (State Education Department) compliance requirements. ● Skilled in developing and implementing safety protocols, athletic handbooks, and districtwide eligibility procedures in alignment with NYS Education Law and Commissioner’s Regulations. ● Experience in creating and managing athletic budgets, purchasing equipment, overseeing transportation logistics, and ensuring equitable access to resources across all school sites. ● Strong communication, supervision, and evaluation skills to support the professional growth of coaches. ● Committed to fostering inclusive, character-driven, and developmentally appropriate athletic experiences for all students. ● Ability to serve as a liaison between schools, families, and the broader community, promoting district goals and student success through athletics.
JOB GOAL:	<p>To provide visionary leadership and effective management of a comprehensive PreK–12 interscholastic athletic program that supports the physical, social, and emotional development of all students. The Athletic Director will ensure alignment with New York State Education Department (NYSED) Physical Education Learning Standards, uphold district policies, foster equity and inclusion, and promote academic and athletic excellence. The AD will collaborate with school and district leaders to build a positive athletic culture that values sportsmanship, safety, student well-being, and community engagement.</p>

<p>DUTIES AND RESPONSIBILITIES:</p>	<ul style="list-style-type: none"> ● Develops and conducts ongoing training for coaches focused on district expectations and procedures as outlined in the Coaches' Handbook, ensuring full compliance with Board of Education Policy 5411. This includes requirements related to athlete safety protocols, concussion management, emergency procedures, heat illness prevention, and all other safety mandates specified by the policy. ● Facilitates school and district athletic meetings to ensure program continuity, effective communication, and coordinated event planning. ● Develops and coordinates in-district professional development opportunities for coaches focused on NYSPHSAA regulations, safety protocols, and sportsmanship. ● Works cooperatively and communicates regularly with building administrators, central office personnel, coaches, families, and the community to promote a cohesive and supportive athletic environment. ● Provides administrative oversight, direction, and evaluation for all interscholastic athletics programs and activities within the district, including management of athletic equipment and facilities to ensure safety and compliance with relevant standards. ● Promotes effective communication between the district and community stakeholders to foster positive support, understanding, and participation in the district's athletic programs. ● Assists in the recruitment, hiring, and evaluation of athletic coaching staff in accordance with district policies and NYS regulations. ● Administers the athletics department budget, assigns funds prudently, monitors expenditures, and ensures proper accounting of local and student activity funds in support of district educational and extracurricular goals. ● Directs procedures related to athletic registration, orientation, and applicable fee collection, ensuring compliance with district policies and NYSED guidelines. ● Manages the district's athletic infrastructure, collaborating on improvement plans to ensure facilities meet all applicable state and national safety and accessibility standards. ● Oversees the preparation and coordination of all athletic schedules within the district and in collaboration with other districts, optimizing facility usage and adhering to NYSPHSAA and Section IX scheduling policies. ● Attends athletic events as schedule permits and participates in OCIAA and Section IX Athletic Directors' workshops, meetings, and professional development opportunities to maintain current best practices. ● Collects, analyzes, and reports athletics department data and statistics as required by the Superintendent or district leadership. ● Stays current with changes in NYSED and NYSPHSAA rules, regulations, and best practices to ensure the district's athletic program maintains compliance and leadership quality. ● Monitors Title IX gender equity in athletics; evaluates and approves requests for new athletic programs to maintain fairness and parity across all schools in the district. ● Develops and maintains the athletics department website, providing timely updates, schedules, and resources to students, families, staff, and the community.
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