

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 0224  
Pay Grade: C10

FLSA: Exempt  
Administrative

**DIRECTOR, ATHLETICS, PRE K-12 PHYSICAL EDUCATION, AND HEALTH EDUCATION PROGRAMS AND SCHOOL WELLNESS**

**REPORTS TO:**

Associate Superintendent, Teaching and Learning Services

**SUPERVISES:**

Pre K-12 Physical and Health Education Specialist  
Support staff

**QUALIFICATIONS:**

Master's degree from an accredited college or university with certification in Administration/Supervision, Educational Leadership, School Principal, or an equivalent certification as defined by the Florida Department of Education. Seven (7) years related professional experience in implementing or administering physical education, health education, driver education, athletics, and extracurricular programs to include two (2) years administrative and/or supervisory experience. Demonstrated organizational and communication skills and knowledge of latest developments in related field.

**MAJOR FUNCTION**

Responsible for the supervision, planning, organizing, coordinating, communicating all aspects of the Pre K-12 physical education program, health education, JROTC, driver's education, athletics and extracurricular activities in Pinellas County Schools. Monitors these programs for compliance with local, state, and national policies, rules and regulations. Areas of responsibility include, but are not limited to, interscholastic athletics, cheerleading programs, and various student clubs and organizations.

**ESSENTIAL RESPONSIBILITIES**

- Leads the research and development of curriculum, instruction and assessment services, activities and product development related to physical and health education programs, drivers education, and JROTC.
- Creates a seamless PreK-12 program in physical and health education.
- Serves as consultant to teachers, principals, guidance personnel, central office staff, colleges and universities, professional organizations and community groups.
- Communicates budget needs to the Teaching and Learning Services Team.
- Coordinates grant applications and implementation to support Healthy Schools status for the district.
- Develops educational specifications for new facilities; recommends and coordinates additions and changes to playground equipment, facilities, and site improvements; monitors safety to ensure compliance with codes and best practices.
- Coordinates professional training for physical education, health education, JROTC and drivers education teachers.
- Works with Professional Development personnel to provide inservice workshops for athletic personnel and staff involved in the extracurricular activities programs
- Assists schools in securing appropriate instructional materials relating to physical and health education.
- Helps develop bids process for physical education, driver education, and athletics. This includes the trainer program, the various associations for officials, the medical emergency companies, and student accident insurance.
- Manages dealership contracts, trade-ins, tag transfers, and car inspections.
- Establishes and maintains curriculum material and equipment loan centers.

**DIRECTOR, ATHLETICS, PRE K-12 PHYSICAL EDUCATION, AND HEALTH EDUCATION PROGRAMS AND SCHOOL WELLNESS**

**ESSENTIAL RESPONSIBILITIES (Continued)**

- Assists schools with articulation of the physical education program from grade to grade and level to level.
- Monitors student eligibility, resident procedures, working closely with the student assignment office.
- Monitors residence guardianships, grade point averages, and special attendance permits for high school and middle school in determining athletic and other activities eligibility; investigates violations.
- Establishes, implements, and monitors guidelines pertaining to fund raising activities, bookkeeping procedures and practices, and other business matters involving extracurricular activities including the approval of individual school athletic and other extracurricular activity budgets and controls related expenditures.
- Develops parameters for and oversees the scheduling of school extracurricular activities districtwide, particularly athletic events.
- Approves student contests at all school levels and coordinates transportation needs of athletic teams and contest participants; arranges for meals and lodging as needed.
- Develops specifications and bid requests for athletic team uniforms and equipment; reviews bids, selects or recommends vendors, and issues related purchase orders. Also meets with athletic equipment vendors as needed.
- Serves as school district liaison with the Florida High School Activities Association (FHSAA), the Pinellas County Athletic Conference, and various athletic officials' organizations.
- Coordinates HOPE testing.
- Directs and coordinates the management and organization of external functions utilizing Board-owned athletic stadium facilities including the coordination of crowd management procedures at athletic events with law enforcement agencies.
- Responsible for annual review of Athletic Policy and Guidebook and athletic celebration.
- Coordinator of Rays Spirit Night.
- Performs other related duties as required.

**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 established by the District.*

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

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

**HISTORY OF JOB CLASSIFICATION**

ISSUED: 6/06 AK; BOARD APPROVED: 6/20/06; REVISE TITLE, PAY GRADE, MF, ER, ADA, 3/13 LM; BOARD APPROVED: 4/23/13; REVISED TITLE, PAY GRADE, RT, SUPERVISES, MF, ER, 12/16/16 CH; BOARD APPROVED: 01/24/17

**DIRECTOR, ATHLETICS, PRE K-12 PHYSICAL EDUCATION, AND HEALTH EDUCATION PROGRAMS AND SCHOOL WELLNESS**

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time			X		
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Director, Athletics, Pre K-12 Physical Education, and Health Education Programs and School Wellness – ADM