

## **Athletics and Activities Manager**

*This position is posted to create a candidate pool.*

The Howard County Public School System (HCPSS) is one of the top school systems in the state of Maryland and the nation. In alignment with our [\*Strategic Call to Action\*](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

### **DESCRIPTION**

Under the direction of the assigned school principal, the Athletics and Activities Manager is responsible for the leadership, oversight, and management of high school extracurricular activities and athletic events, the master school calendar, scheduling of event security, and athletic facilities for an assigned high school.

### **ESSENTIAL POSITION RESPONSIBILITIES**

- Organizes and administers the interscholastic athletic and activities program for the school. Provides leadership in the mentoring, recruitment, selection, and assignment of the athletic coaches and activity sponsors. Supervises and evaluates coaches under the direction of the principal. Provides ongoing in-service training, information, and professional development for coaches and activity sponsors.
- Develops and maintains a calendar for facility use and maintains complete records of facility use by all groups. Schedules and coordinates community use of school facilities and grounds in coordination with the principal and the Use of Facilities Office. Assumes responsibility for the organization and scheduling of all athletic events; this includes selecting contracts when applicable.
- Provides direct supervision for all home athletic events and for other events as directed by the principal. Coordinates staff and logistics for school events. Arranges transportation for designated athletic and other activity events. Assigns security personnel for all student activities and athletic events.
- In cooperation with the principal, is responsible for the monitoring of the expenditure of funds appropriated to the school's athletic department and security budgets. Submits to the Director of Athletics equipment needs and supervises the cleaning, storage, and care of all athletic equipment.
- Ensures compliance with all state and local policies, rules, and regulations regarding athletics and student activities. Verifies the eligibility of students in cooperation with the designated building administrator in accordance with HCPSS Policy 9070.
- Represents the school in county, district, and statewide meetings on interscholastic athletic events. Assists in fostering positive school-community relations. Serves as a liaison to the school's booster organizations.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

### **MINIMUM QUALIFICATIONS**

**Applicants must meet all the following qualifications, listed below, to be considered for the vacancy.**

#### **Education:**

- Bachelor's degree from an accredited college or university.

#### **Certification:**

*Priority will be given to those applicants who:*

- Hold a current Maryland State Department of Education professional certificate.

*Applicants may be considered who:*

- Hold a current out-of-state educator certificate and are eligible for a Maryland State Department of Education professional certificate.

#### **Experience:**

- Five years of experience as a certificated educator.
- Three years of experience coaching high school athletics or a comparable level such as college athletics.
- One year of leadership experience (planning, organizing, or directing) in athletics or activity programs.

### **PREFERRED QUALIFICATIONS**

- Master's degree in athletic administration, earned equivalent, or Certified Athletic Administrator (CAA) designation by the National Interscholastic Administrators Association (NIAAA).
- American Sport Education Program (ASEP) or National Federation of High Schools Certification in Fundamentals in Coaching.
- Registered Athletic Administrator (RAA) Certification.
- Experience as a Head Coach of a high school athletic program or a comparable level program (college, club sports, etc.).
- Three years of teaching experience at the high school level.
- Experience in budget development and budget management.
- Committee experience in the Maryland Public Secondary School Athletics Association (MPSSAA).

### **SPECIAL REQUIREMENTS**

This position requires weekend and evening hours to facilitate scheduled extracurricular events and activities.

### **SELECTION REQUIREMENTS**

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements and preferred qualifications of the position. Therefore, it is essential that you provide

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Dr. Michael J. Martirano, Superintendent

complete and accurate information on your application. Please report all related education, dates, and hours of work.

### **EMPLOYMENT INFORMATION**

This is a 12-month per year position in the [Howard County Association of Supervisors and Administrators](#) employee unit. The current salary range for this position is on the School-Based and Central Office Administrators salary scale, AAM High School lane. Actual salary placement will be in accordance with the salary procedures of the Howard County Public School System and the HCASA Master Agreement. Under the Fair Labor Standards Act, this position is exempt from overtime.

For questions regarding this vacancy, please contact [recruitmentinquiries@hcpss.org](mailto:recruitmentinquiries@hcpss.org).

#### ***Equal Opportunity Employer***

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.