

Athletics and Activities Manager

*This position opens on **July 13, 2021** and closes **October 15, 2021** and is posted to create a candidate pool for the 2021-2022 school year.*

To learn more about employment with the Howard County Public School System (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 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 Coordinator 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.

Dr. Michael J. Martirano, Superintendent

MINIMUM QUALIFICATIONS

Applicants must meet all the following qualifications, listed below, to be considered for the vacancy. Use the application, letter of introduction, and resume to specifically address each qualification.

Education:

- Bachelor’s Degree in education or a related subject area.

Certification:

- Hold, or be eligible for, a valid Maryland State Educators Certificate in any content area.

Experience:

Applicants must meet the criteria in ONE of the columns below.	
<ul style="list-style-type: none"> • Three years of successful PreK-12 teaching experience. • Three years of experience coaching high school athletics or a comparable level coaching experience (college, club sports, etc.). • Leadership experience in a PreK-12 school setting 	<ul style="list-style-type: none"> • Three years of successful experience in Athletic Administration or a comparable position. • Experience in planning, organizing, and directing athletic and/or activity programs at the high school/college or comparable level. • Experience in interviewing, hiring and supervision of personnel or other related administrative experience.

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 successful 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

- The position is required to work weekend and/or evening hours to facilitate scheduled extracurricular events and/or activities.

EMPLOYMENT INFORMATION

This is a full-time, 12-month per year position in the [Howard County Administrators Association](#) (HCAA) employee bargaining unit. The current salary range for this position is on the School-Based and Central Office Administrators Salary Scale, Athletics and Activities Manager lane, \$77,831 - \$139,714. Actual placement will be in accordance with the salary procedures of the Howard County Public School System and the HCAA Master Agreement which considers relevant prior experience. Under the Fair Labor Standards Act, this position is exempt from overtime.

APPLICATION REQUIREMENTS

Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, educator certification documents, and transcripts) required to verify that you meet the minimum qualifications.

HCPSS requires an official [evaluation of foreign credentials](#) to verify educational qualifications for degrees earned from foreign institutions.

Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education which most closely match the position qualifications and the needs of the school system.

For questions regarding this vacancy, please contact:

Sandy Saval
Human Resources Business Partner
Office of Human Resources
(410) 313-6689
sandy_saval@hcpss.org

Equal Opportunity Employer

The Howard County Public School System (HCPSS) is an Equal Opportunity Employer. HCPSS ensures equal employment opportunity for all persons without regard to race, color, religion, national origin, sex, marital status, disability, sexual orientation, or political affiliation.