



## Response to Motion: Athletic Director's Responsibilities

TO: Dr. Joel Boyd, Superintendent of Schools  
FROM: Robin Desmond, Chief Academic Officer *Robin Desmond*  
DATE: May 15, 2020  
RE: *Athletic Director Responsibilities*

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The following report is in response to the motion by Michael Dillon Jr.:

*Request the Administration provide a report on the position of Athletic Director at Lowell HS including a job description, outline of responsibilities, number of teams/ programs, number of staff, and any other relevant information available.*

Contained within this report is the job description that relate to the roles and responsibilities of the Lowell Public School's Athletic Director. The Athletic Director is responsible for the oversight of thirty-one athletic teams throughout the school year.

- Fall teams: cheerleading, fall crew, boys' and girls' cross country, field hockey, football, golf, boys' and girls' soccer, girls' swimming, and girls' volleyball,
- Winter teams: boys' and girls' basketball, cheerleading, boys' and girls' gymnastics, ice hockey, boys' and girls' indoor track, boys' swimming, and wrestling.
- Spring teams: baseball, spring crew, boys' and girls' lacrosse, softball, boys' and girls' tennis, boys' and girls' track and field, and boys' volleyball.

The Athletic Director is also responsible for supervision and evaluation of the nine physical education teachers working at Lowell High School.



# ATHLETIC DIRECTOR / COORDINATOR OF K12 PHYSICAL EDUCATION

Lowell Public Schools  
Lowell, Massachusetts

## Job Details

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**Job ID:** 2785918

**Application Deadline:** May 17, 2017

**Posted :** May 3, 2017

**Starting Date:** Immediately

## Job Description

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LOWELL PUBLIC SCHOOLS

Lowell, Massachusetts

DIRECTOR OF ATHLETICS / COORDINATOR OF K-12

PHYSICAL EDUCATION

REQUIREMENTS:

1. A Master's degree from an accredited college or university.
2. Licensure valid for service as a teacher of physical education in the Commonwealth of Massachusetts.
3. Licensure valid for service as a supervisor in the Commonwealth of Massachusetts.
4. Demonstrated ability to coordinate all aspects of curriculum and instruction within the physical education department.
5. At least five years successful experience as Interscholastic Coach.
6. At least five years successful teaching or related experience.
7. Excellent organizational and interpersonal skills.
8. Demonstrated computer proficiency preferred.

REPORTS TO: Superintendent of Schools / Head of School

EFFECTIVE DATE OF EMPLOYMENT: July 1, 2017

TERMS OF EMPLOYMENT: As per LSAA contract

SALARY: As per LSAA contract

The posting of this position will be effective as of May 2, 2017 through May 16, 2017 and applications must be received in the office of Personnel and Recruitment via the online application system found at [www.lowell.k12.ma.us](http://www.lowell.k12.ma.us).

Please submit letter of application, resume, official transcripts, copy of Commonwealth of Massachusetts license, letters (3) of reference and other pertinent data to:

Anne K. Sheehy

Office of Personnel and Recruitment

Lowell Public Schools

155 Merrimack Street

Lowell, MA 01852

DIRECTOR OF ATHLETICS

PERFORMANCE RESPONSIBILITIES

1. To be responsible for developing in coordination with the coaching staff and the principals the annual interscholastic/intramural athletic game schedule.

2. To develop and maintain an athletic schedule for the High School.
3. To be responsible for developing, in coordination with the coaches, the athletic budget for the school department and the Revolving Athletic Fund.
4. To supervise the scheduling of transportation of all athletic teams to games and practices.
5. To supervise scheduling and assignment of officials and ancillary personnel for all athletic contests and to provide the necessary security for all athletic contests.
6. To represent the school district in regional and statewide interscholastic athletic conferences and leagues.
7. To maintain with the assistance of the coaching staff, an accurate inventory of all athletic uniforms and equipment.
8. To maintain a record of all interscholastic coaching and assistant coaching personnel and to submit a listing of such personnel to the Superintendent thirty days prior to each athletic season.
9. To develop specifications for the purchasing of athletic supplies and equipment; to initiate requisitions for the purchase of athletic supplies and equipment; and to process receiving records for athletic supplies and equipment purchased.
10. To supervise record keeping of receipts and expenditures within the Athletic Revolving Fund.
11. To work with the High School coaches in formulating objectives.
12. To be responsible for all public relations regarding statements involving athletic problems and activities.
13. To be available and present for on-site observation and supervision of all home athletic contests, all championship playoff contests, and other special away contests.
14. To perform any and all related duties as assigned by the Superintendent and Lowell High School Headmaster.
15. To work closely with the Lowell High School Headmaster in implementing the High School athletic program and to participate in and interact with the Massachusetts Interscholastic Athletic Association under the direction of the High School Head of School.

#### PERFORMANCE RESPONSIBILITIES:

The Lowell Public Schools Athletic Director and Coordinator of K12 Physical Education shall:

1. Assist in establishing and maintaining the highest quality of curriculum and instruction by adhering to the "Principles and Standards of Effective Administrative Leadership" as outlined in the LSAA Evaluation Handbook. The major elements of these principles and standards are as follows:

- Effective Instructional Leadership
- Effective Organizational Leadership
- Effective Administration and Management
- Promotion of Equity and Appreciation of Diversity
- Effective Relationships with the Community
- Fulfillment of Professional Responsibilities

2. Assist in coordinating departmental staff efforts in curriculum improvement projects, and the inclusion of appropriate new developments in curriculum and instruction in the department's educational program.

3. Assist in the management, supervision, evaluation and ongoing improvement of all of the department's teaching staff in keeping with the "Principles and Standards of Effective Teaching" as outlined in the Unit A Evaluation Handbook. The major elements of these principles and standards are as follows:

- Currency in Curriculum
- Effective Planning and Assessment of Curriculum and Instruction
- Effective Management of Classroom Environment
- Effective Instruction
- Promotion of High Standards and Expectations for Student Achievement
- Promotion of Equity and Appreciation of Diversity
- Fulfillment of Professional Responsibilities

4. Assist in the management, supervision, monitoring and evaluation of all other staff (professional, non-professional, full-time, part-time, permanent, temporary, salaried, non-salaried) assigned to his/her department

5. When specifically requested by the Headmaster, assist the Administration in monitoring staff members' attendance and timelines in reporting to duty stations (both academic and supervisory).

6. Assist in recruiting and interviewing of prospective departmental staff members in accordance with the School Department's personnel policies and procedures.

7. Assist in organizing and conducting orientation, departmental and staff committee meetings for the purpose of maintaining currency in curriculum, quality in instruction, conformance with policies and procedures and effective horizontal and vertical continuity and articulation of the instructional program throughout the high school.

8. Assist in the development and implementation of the annual master schedule, class scheduling, student placement, and staff assignments; and assist in the coordination of activities and placement of all incoming students.

9. Provide leadership to ensure equity for all students and the valuing of diversity in the classroom environment.

10. Provide leadership to responsibly meet the needs of all students. Work in full coordination and cooperation with the guidance Department involving all aspects of student assessment, placement, meeting of established prerequisite requirements, transfers and appropriate intervention as needed.

11. Work in full coordination and cooperation with all programs pertinent to their departments and work to effectively address issues of

students, including students with special needs and limited English proficiency.

12. Monitor and assess implementation of Classroom Management Plans.
13. Review and assess Lesson Plans and Classroom activities.
14. Promote and integrate effective use of appropriate instructional technology.
15. Assist in all assessment and testing programs including standardized tests, state mandated tests, departmental tests, and placement tests as required. Analyze test results for the purpose of integrating the results into meaningful curriculum and instructional revisions.
16. Assist in coordinating curriculum development, revision, assessment, and implementation including organizing and leading committees in the ongoing effort to upgrade curriculum guides and courses of studies catalogues consistent with the Common Core of Learning and Curriculum Frameworks within the time frame of the contractual work year and to develop recommendations for the addition of new courses, grade placement of new courses, credit allowance for new courses and revisions of graduation requirements.
17. Assist in assessing the need, planning, developing, scheduling and implementing of staff development and pre-service and in-service programs under the direction of the Coordinator.
18. Assist in maintaining an updated professional curriculum library for staff use and in encouraging the development, publication and use of new, appropriate instructional materials by staff.
19. Assist in the preparation and administration of the departmental budget; and supervise and coordinate the acquisition and utilization of instructional materials, equipment and supplies; and, maintain responsibility for the distribution, collection, storage, inventory and accountability thereof.
20. Review all staff requests for field trips, conferences, workshops, out-of-district visitations, etc. Make recommendations to the Headmaster through the Coordinator and insure that all required procedures and paperwork are followed within established timelines.
21. Participate in established orientation programs for parents and community groups; and, orientation and mentoring programs for all students and for all staff members.
22. Assist in the preparation and dissemination of appropriate school to home communications; facilitate parental conferences; and maintain contacts with the community, outside agencies and consultants as needed.
23. Meet with the Coordinator on a regularly scheduled basis and with the Headmaster and Administrator of Special Education for the mutual communication of information that is pertinent to the duties and responsibilities that are described herein.
24. Oversee the development and management of academic programs and support services for students with disabilities.
25. Manage the High School's overall compliance with special education law, regulations, and contemporary standards of best practice.
26. Provide leadership in coordination, supervision, planning, and administration of programs and services for students with disabilities.
27. Provide leadership in the development of modifications/accommodations of the adopted curriculum standards and required academic achievement assessment protocols.
28. Provide leadership and assist Academic Department Chairs in the planning and development of support services and expanded curriculum offerings for students with disabilities.
29. Provide leadership in designing and implementing professional development opportunities for Lowell High School staff on issues related to students with disabilities.
30. Provide leadership in developing effective communication systems with parents of students with disabilities, community agencies, middle school IEP TEAM, and among the general and special education professionals at Lowell High School.
31. Collaborate with Teacher Assistance Team.
32. Meet monthly with all special education personnel to assist with problem-solving, professional development planning, ensuring they have the programmatic supports necessary to implement IEPs and perform other duties,
33. Perform such other tasks and responsibilities related to the foregoing listed duties as may be directed or assigned by the Head of School or Superintendent of Schools.

This job description and collective bargaining agreement fully describe the duties and responsibilities of the abovementioned.

**Position Type: Full-time**

**Positions Available: 1**

- Job Categories : Administrator > Athletic/Activities Director  
Athletics & Activities > Athletic/Activities Director

## Equal Opportunity Employer

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Lowell Public Schools is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

## Job Requirements

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- At least 5 years of relevant experience preferred
- Master degree preferred
- Citizenship, residency or work visa required

## Contact Information

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Anne Sheehy  
155 Merrimack Street  
Lowell, Massachusetts 01852

Phone: 978-674-2162

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