



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Athletics Supervisor
Payroll/Personnel Type:	12 Month
Job #:	8369
Reports to:	Senior Leadership
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible

Position Summary:

The Athletics Supervisor maintains a quality, well-functioning Athletic Program in the District's middle schools. The supervisor ensures that all components of the District's middle school athletic programs run smoothly so that students have access to high-quality, positive sports programming.

Essential Functions:

- Support and provide direction to school athletic directors and coaches to ensure seamless operations of the middle school athletics program
- Ensure every school site has high-quality, qualified coaches and that all athletic programs are positive, productive experiences for youth
- Prepare or compile information for the Athletic Budget preparation and monitor to ensure adherence to the approved budget
- Ensure that all programs and coaches have the supplies, materials and training needed to run a high-quality program
- Collaborate with school leaders and district leaders to ensure smooth implementation of all athletic programming
- Monitor athletic events and programs to provide feedback to coaches and other leaders about program improvements
- Serve as a liaison to the District office to problem-solve issues that may arise at individual sites, with community partners, or with other stakeholders
- Communicate proactively with coaches, school leaders, and district leaders to ensure all district stakeholders are informed about programming
- Maintain knowledge of local and federal policies, procedures, and best practices related to athletic programming
- Ensure compliance with all district, local, state, and federal policies and procedures
- Assist with the approval of personnel actions such as hiring, position changes, and disciplinary measures
- Build partnerships, as needed, to support the flourishing of athletic programs
- Support, as needed, high school programming
- Perform other duties as assigned or special projects

Knowledge, Skills, and Abilities:

- Highly visionary, with a belief that all children and adults are capable of greatness
- Understanding of how systems operate and how to lead change efforts internally
- Compelling communicator with the ability to invest key stakeholders in prioritized work
- Effectively collaborative, working across teams at various levels of the organization to ensure effective implementation of strategic priorities
- Deep understanding of equity, especially in an educational context, at an individual contributor, team, department, school, and district level



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- Highly self-aware of identity, biases, and characteristics and how those impact one’s own leadership
- Deeply committed to growing and accepting feedback with a demonstrated track record of receiving feedback well and implementing feedback effectively
- Able to problem-solve and anticipate barriers to ensure seamless programming
- Knowledge of Athletics, coaching practices, and relevant policies

Experience:

- Minimum of three years of coaching experience
- Experience managing an athletic program similar to that of the District’s
- Experience as an Athletic Director
- Experience working in communities similar to those within St. Louis Public Schools

Education:

- Bachelor’s Degree (required)
- Master’s Degree (preferred)
- Relevant Athletic Coaching Certifications for State of Missouri (required)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee	Date	Immediate Supervisor	Date
Human Resources		Date	



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In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.