



**CECIL COUNTY PUBLIC SCHOOLS**  
**DEPARTMENT OF HUMAN RESOURCES**  
**GEORGE WASHINGTON CARVER EDUCATION LEADERSHIP**  
**CENTER**

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*Superintendent of Schools*

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*President, Board of Education*

**PLEASE POST**

**June 6, 2022**

**PLEASE POST**

**CLOSING DATE: OPEN UNTIL FILLED**

**INTERNAL ONLY**

**EXTRA PAY FOR EXTRA DUTY**  
**MIDDLE SCHOOL ATHLETIC DIRECTOR (189-Day)**

**GENERAL PURPOSE OF THE POSITION**

Under the direction of school administration, the Athletic Director will manage the organization, maintenance and supervision of all facets of the middle school interscholastic athletic program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION**

1. Understands and enforces the interscholastic athletic policies and procedures of the Cecil County Public School (CCPS) system, and the Maryland Public Secondary Schools Athletic Association (MPSSAA).
2. Oversee and assist coaches with the interpretation of school, CCPS, and MPSSAA interscholastic athletic policies, and distribute other pertinent information.
3. Assists the school administration in the selection, supervision, and evaluation of the coaching staff.
4. Assists in the investigation and resolution of conflicts within the athletic program.
5. Distribution of training and first aid supplies, as well as communication of athletic events and practices.
6. Coordinate with medical personnel and confirm their presence at athletic events, as appropriate.
7. Schedules and coordinates practice and game schedules for the school.
8. Assists in the development and implementation of Game Management Plans, which govern the conduct of players, coaches, officials and spectators at athletic events.
9. Schedules and coordinates the use of practice and game facilities for the school.
10. Manages communication with the CCPS Transportation Department to schedule transportation for away athletic contests.
11. Manages communication with official organizations for all home athletic events, including the rescheduling of postponed athletic events.
12. Creates and maintains a record keeping system confirming the receipt, distribution, and return of all interscholastic athletic supplies and equipment inventory.
13. Responsible for all aspects of public relations for the interscholastic athletic program; arranges for the publication of school athletic schedules and team rosters.
14. Participates in and encourages coaches to participate in meetings, conferences, and clinics.
15. Maintains accurate, up-to-date files for each student, including physical examination, parent/guardian permission, and other forms as required forms for participation.
16. Evaluates the school athletic program annually and recommends improvements as needed; including purchase of supplies and equipment to school and Carver administration.

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17. Assists in the safety inspection of all playing and spectator facilities prior to the start of each athletic season.
18. Is responsible for notifying the appropriate administrator immediately of safety concerns.
19. Serves as liaison to all athletic parent support groups and community organizations in the promotion and interpretation of the needs and values of the athletic program.
20. Performs other work-related duties as assigned.
21. Works closely with the High School Athletic Directors and Supervisor of Athletics.

#### **MINIMUM REQUIREMENTS OF THE POSITION**

1. Has a Bachelor's degree.
2. Has obtained or is eligible for a Maryland Professional Teacher's Certificate in the appropriate field of study.
3. Must be employed in a middle school.

#### **SALARY**

This position qualifies for and will be paid an additional extra pay, extra duty stipend of \$1,694.00.

#### **APPLICATION PROCEDURE**

Interested personnel **employed** with Cecil County Public Schools meeting the minimum qualifications of the position must submit an application with two professional references with valid email addresses in the reference section of the application. **All completed applications must be submitted through AppliTrack at <http://www.applitrack.com/cecil/onlineapp>**

#### **REMARKS**

This job announcement will be used to create a pool of Middle School Athletic Director candidates at each Middle School.

*The Cecil County Public Schools prohibits discrimination in its educational programs, activities, and employment on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, sexual orientation, genetic information, gender identity, or disability.*

*Further information can be found in Policy AC on BoardDocs*

**<http://go.boarddocs.com/mabe/cecil/Board.nsf/goto?open&id=CAEP475FE564>**

**Our Mission:** *CCPS serves equitably through positive relationships as a safe, collaborative community. We will ensure all learners acquire the knowledge, skills, and qualities to be responsible, caring, and ethical citizens.*