

JOB DESCRIPTION

Position	Athletics Commissioner
Portfolio	School Operations
Reports To	Superintendent of Education
Location	Education Centre, RM of Sherwood
Salary Range	Conditions of Employment – 100 day contract

JOB PURPOSE

The Athletics Commissioner oversees the development and coordination of the student athletics in Prairie Valley School Division, including supporting and promoting the mission, vision and values of athletics, supporting SHSAA senior athletics programs and serving as a liaison between the SHSAA, QVDA and RHSAA. This position is also responsible for reviewing physical education equipment to ensure schools have access to safe, system standard physical education equipment.

PRIMARY RESPONSIBILITIES

- Organize, schedule and supervise elementary athletic leagues, playoffs, and where requested by the QVDA, establish, support and organize senior leagues and district play where necessary. Manage and resolve league scheduling issues as they arise.
- Represent Prairie Valley School Division on the QVDA and at the SHSAA AGM and, where required, at provincial meetings. Make reports and/or requests to the QVDA, RHSAA and SHSAA on behalf of the Division.
- Ensure that each school has a designated athletic director and that all schools follow QVDA and SHSAA approved processes.
- Maintain and communicate a calendar of events, prepare reports on athletic activities and make recommendations for the upcoming year.
- Submit promotional items, dates and competition results for all athletics to the Manager of Communications.
- Oversee and make recommendations for a balanced and equitable array of extra-curricular programs.
- Review and made recommendations on physical education-related equipment requests from schools, taking into account need, equity and compliance with Division standards. Ensure teachers and schools have access to safe, system-standard physical education and extra-curricular athletics equipment to effectively deliver the physical education/wellness curriculum and to support a range of extra-curricular opportunities to all students. Where necessary, take proactive steps to address deficiencies.
- Responsibilities may be reviewed and assigned from time to time by the direct supervisor.

KNOWLEDGE, SKILLS AND ABILITIES

- Strong working knowledge of Prairie Valley School Division vision and values related to athletics
- Ability to schedule athletic events, guided by the Division's belief and commitment statements about student learning
- Strong organizational, interpersonal and conflict resolution skills
- Strong communication abilities, both written and verbal
- Extensive coaching experience in a variety of sports

COMPETENCIES

- Leadership – Maintains a professional and positive manner even under changing or uncertain conditions. Works well with a wide range of individuals to provide support, coaching, encouragement and direction. Engages others in order to accomplish organizational goals and strategies.
- Time Management and Organization - Maximizes time in order to accomplish as many tasks as possible in a timely manner keeping in mind prioritizing tasks as needed. Setting out goals and objectives as well as the work plans required to complete them.
- Accountability - Takes personal ownership and responsibility for the quality and timeliness of work commitments. Follows organizational guidelines, professional standards, regulations and principles. Demonstrates reliability and integrity on a daily basis.
- Communication – Clearly convey information to a variety of audiences using the tools necessary, engaging the audience to ensure the message is delivered and understood, creating a positive first impression with confidence and respect.
- Organizational Awareness – Shows commitment to the organizational vision and strategic goals by acting in accordance to organizational expectations. Uses knowledge of the organizational and business climate to solve issues and accomplish goals and business strategies, complies with and enforces organizational policies, procedures and practices.
- Service Orientation - Giving superior service to both internal and external clients by displaying professional and respectful behaviours in all interactions. Demonstrates commitment to clients by providing timely and proactive service.
- Confidentiality – Prairie Valley School Division employees are expected to respect the confidential nature of their positions and shall keep confidential any and all information they acquire during the course of their employment that would be reasonably considered to be personal or confidential.

QUALIFICATIONS

- University degree in a related field
- 3-5 years experience in the education sector is preferred
- A minimum of five years coaching experience and involvement with school athletics, QVDA and SHSAA

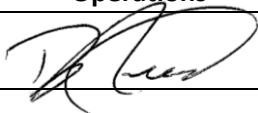
WORKING CONDITIONS


- Individual employment contract, 100 days
- Shared office environment
- Regular travel required throughout the school division and occasional travel to SHSAA meetings

- Conditions of Employment (non-union)

DIRECT REPORTS
<ul style="list-style-type: none">• N/A

Approved by:

Supervisor Name: Dale Reed
Supervisor Title: Superintendent of Education, Instruction and School Operations
Signature: 
Date: May 19, 2017

Deputy Director Reviewed 

Last Updated: May 2017