

NEW YORK CITY DEPARTMENT OF EDUCATION  
DIVISION OF HUMAN RESOURCES  
65 COURT STREET  
BROOKLYN, NEW YORK 11201

Posted Date: May 1, 2014  
Deadline Date: May 29, 2014

**TEACHER ASSIGNED VACANCY CIRCULAR NO. 4 2014-2015**  
**(SUBJECT TO FUNDING AVAILABILITY)**

- POSITION:** Public Schools Athletic League (PSAL) Sports Coordinator (1 Position)  
Teacher Assigned A  
**(INTERNAL CANDIDATES ONLY)**
- LOCATION:** 44-36 Vernon Boulevard, LIC, NY and sites throughout the five (5) boroughs
- ELIGIBILITY:** Valid New York City Department of Education licensed, appointed and tenured teachers.
- SELECTION CRITERIA:**
- Thorough knowledge and experience with running sporting activities and coaching athletics
  - Knowledge of high school interscholastic sports and rules and regulations associated with these sports
  - Proficient in Internet communication and Microsoft applications
  - Satisfactory rating in currently teaching position for the past three years
  - Excellent record of attendance and punctuality
  - Ability to work in a team environment

**DUTIES AND RESPONSIBILITIES:**

The PSAL Sports Coordinator will establish a structure for new and existing PSAL sports such as STUNT, badminton, and table tennis in line with current PSAL policies. The Sports Coordinator will oversee the day to day operation of their respective sports, effectively managing relationships with PSAL coaches and athletic directors. Responsibilities include but are not limited to the following:

- Create and conduct sports specific professional development coaches clinics.
- Establish parameters and venues for existing PSAL sports seasons and competitions (start and end dates, competition dates, post season dates, championship dates).
- Communicate with coaches, athletic directors, and principals to align stakeholders with the PSAL mission.
- Hire, train, supervise, and regularly communicate with sports commissioners and supervisors.
- Ensure all DOE/ PSAL rules, guidelines, and procedures are followed by school based staff, coaches, and student-athletes.
- Evaluate school based athletic programs and new team requests in order to provide feedback and recommendations to the Executive Director regarding program management.
- Develop and maintain relationships with area college athletic directors, media representatives, community based organizations, and local businesses.

- Plan and execute regular season, post-season and special event operations for multiple sporting events.
- Assemble and lead various project management teams including: official's assignors, commissioners, borough supervisors, coach's advisory boards, and playoff seeding committees.
- Create sports specific highlight articles for various events to post on [www.PSAL.org](http://www.PSAL.org).
- Conduct end of the season commissioner review meeting.
- Determine PSAL Wingate award winners.
- Assist Executive Director in PSAL operations as requested.

**SALARY:**

As per Collective Bargaining Agreement.

**WORK SCHEDULE:**

9:00 a.m. – 5:00 p.m. or 8:00 a.m. – 4:00 p.m.  
Evening, weekends and holidays and work during the summer months will be required.

**WORK YEAR:**

School year plus five additional days during winter, spring, or summer recess pursuant to the UFT contract.

**APPLICATION:**

Send a cover letter and resume to [osss@schools.nyc.gov](mailto:osss@schools.nyc.gov) or fax your resume to 718-707-4402, by **May 29, 2014**.

**AN EQUAL OPPORTUNITY EMPLOYER**

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**APPROVED:** \_\_\_\_\_

**Charles Peeples, Executive Director**  
**Office of Field Services & Information, Division of Human Resources**