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Faculty Manager – Harding

Positions Open (1)

Position Summary/Goal: The Faculty Manager will facilitate and enhance communication and collaboration between and among the Erie School District and parents, students, and community centers. The Faculty Manager will promote a positive school culture and foster academic excellence and exemplify good character for the individual athlete. Furthermore, the Erie School District expects the Faculty Manager to be a positive role model, a mentor to student-athletes, and embrace all concepts of good citizenship.

Term of Employment: 12 month position

Reporting Relationships:

- Reports to Building Principal/Director of Athletics
- May work on specific projects with program directors or building principals.

Qualifications:

- Demonstrated successful performance as a coach at the high school, collegiate, or professional level against meaningful competition
- Minimum 3 years coaching experience
- Must hold or obtain FBI, Criminal Check and Child Abuse Clearances
- Demonstrated ability to collaborate with educators, students, parents and larger community
- Working knowledge of Erie School District policies, procedures, and organizational structure
- Must possess strong verbal and written communication skills and be highly organized
- Prefer experience with Urban Student Athletics

Special Requirements:

- Evidence of Current Certification in First Aid & CPR
- Evidence of Completion of NFHS Concussion in Sports – What you need to know course
- Work Environment: School and office with frequent travel between schools, and various locations within the Erie community. Occasional travel to relevant professional conferences and meetings outside the District

Erie's Public Schools

148 West 21st Street

Erie, PA 16502-2834

P: 814.874.6000

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www.eriesd.org

- It is mandatory that evidence be presented at the time of application of having completed course work or workshop in the area of prevention and care of athletic injury and conditioning of athletes

Essential Duties and Responsibilities:

- Order, distribute and collect equipment
- Organize and supervise athletic physicals
- Promote athletic programs to students and potential coaches
- Manage and provide information to MS coaches
- Manage and attend home games

Evaluation: Building Principal/Director of Athletics

This list is intended to be illustrative rather than complete and serves to show major duties and responsibilities and does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to perform any other position-related duties requested by the supervisor.

APPLICANTS MUST HAVE A BACKGROUND CHECK AS REQUIRED BY STATE LAW ACT 34 EFFECTIVE 1/86, CHILD ABUSE HISTORY CLEARANCE EFFECTIVE 7/96 & ACT 114 F.B.I. FINGERPRINT CHECK.

INTERESTED APPLICANTS FOR THIS POSITION SHOULD SUBMIT A RESUME AND A LIST OF ANY SUPPLEMENTAL OR EXTRA DUTY POSITIONS CURRENTLY HELD TO THE HUMAN RESOURCES DEPARTMENT, 148 WEST 21ST STREET, ERIE, PA 16502, NO LATER THAN 3:30 P.M OCTOBER 10, 2016.

POST:	8:00 AM	SEPTEMBER 27, 2016
REMOVE:	3:30 PM	OCTOBER 10, 2016

THE ERIE SCHOOL DISTRICT DOES NOT DISCRIMINATE IN EMPLOYMENT, EDUCATIONAL PROGRAMS OR ACTIVITIES BASED ON RACE, SEX, HANDICAP OR BECAUSE A PERSON IS A DISABLED VETERAN OR VETERAN OF THE VIETNAM ERA. THIS POLICY OF NON-DISCRIMINATION EXTENDS TO ALL OTHER LEGALLY PROTECTED CLASSIFICATIONS. PUBLICATION OF THIS POLICY IS IN ACCORDANCE WITH STATE AND FEDERAL LAWS INCLUDING TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, SECTION 504 OF THE REHABILITATION ACT OF 1973, AND THE AMERICANS WITH DISABILITIES ACT. INQUIRIES MAY BE MADE BY CONTACTING THE ERIE SCHOOL DISTRICT, 148 WEST 21ST STREET, ERIE PA 16502, (814) 874-6080.