

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	EXP	Job Code:	ACV38685
Job Class Code:	250	Salary Schedule:	AREG
EEO Category:	02	Grade:	22
Workers Comp Code:	7720		
Job Code Established:	9/8/05	Effective Date:	9/16/05
Job Code Revised:	10/08/08	Effective Date:	10/04/08

JOB CODE SERIES: Athletic Program Series

JOB CODE TITLE: ATHLETIC PROGRAM ADMINISTRATOR

HRIS TITLE: Athletic Prg Admr

CHARACTERISTICS OF THE JOB CODE: Provides leadership for an athletic program at a designated facility. Responsible for the organization, supervision, development and monitoring of the recreation/physical education program. Creates and supervises a program that is designed to integrate physical education, nutrition, and health studies to assist youth to achieve personal empowerment for a successful life experience.

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the listed duties and/or other related duties.

Plans and implements a diversified wellness curriculum which includes physical education, recreation, and health. Supervises staff, oversees and teaches curriculum, ensuring that each student is given a grade and evaluated for classes taken. Responsible for all recreation equipment and supplies. Ensures that programs are conducted in a safe manner and are in compliance with safety and security policies/law. Makes sure all equipment is used safely, facilities are in good repair and any hazards have been properly minimized. Ensures that all students receive required exercise, monitors behavior, maintains attendance and grades, evaluates and teaches essential skills to students and P.E. instruction.

Mentors staff, conducts and participates with in-service training and staff development programs. Supervises the staff's teaching techniques, to improve the curriculum and enhance the program. Ensures staff is highly qualified and trained in safety and life saving skills. Approves vacation and sick leave requests for recreation staff. Makes recommendations to budget and authorizes work unit's expenditures.

WORK CONDITIONS: Works closely with youth in an institutional setting.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs):

Knowledge of: Curriculum development, classroom management and subject matter knowledge; agency policies and procedures. Procedures for attendance. Good verbal and written communication skills; interpersonal skills; listening skills. Assessment methods in educating delinquent or "at risk" youth, cognitive restructuring and behavior management therapies; state and federal education laws, rules, regulations, Individuals with Disabilities Education Act (IDEA); the rules, regulations, policies, and standards of the Arizona Department of Juvenile Corrections; effective vocational and educational techniques.

Skill/Ability to: Implement an Individualized Education Program (IEP), Individualized Vocational Transition Education Plan (IVTEP) and an educational transition plan. Provide effective guidance and

expertise in the development and implementation of programs and projects in the area of assignment; review and evaluate program activities and develop effective plans and methods for program improvement; establish and maintain effective working relationships.

Manage interpersonal relationships with youth, parents, ADJC staff, public school personnel, and community providers; counsel students in terms of their education and vocational goals, objectives, plans, and opportunities; analyze and evaluate academic and vocational growth of the youth; use a computer and standard software.

KSAs are typically obtained through experience and/or education in:

- Physical Education programs
- Recreational programs

Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

SPECIAL SELECTION FACTORS: Completion of a teacher preparation program in education from an accredited institution; a valid Arizona teacher certificate in Physical Education