

Bromley & Giruzzi

Physical Education, Health & Athletic Department Consulting Services

Michael D. Bromley, CAA | Michael P. Giruzzi, CAA

Role and Responsibility of the Athletic Director

1. Instructional Leadership

a. Physical Education

- i. Develop, implement, and evaluate a comprehensive, standards-aligned Physical Education curriculum from kindergarten through grade 12
- ii. Ensure the PE curriculum aligns with the NYS Learning Standards for Health, Physical Education & Family and Consumer Sciences
- iii. Observe and assess PE instruction across all buildings; provide actionable, documented feedback to teachers
- iv. Lead curriculum review cycles; update scope and sequence documents on a defined schedule
- v. Promote evidence-based instructional strategies and differentiated approaches to meet all learners' needs
- vi. Coordinate state and district PE assessments and monitor student performance data
- vii. Develop and present PE program improvement plans to district leadership and the Board of Education

b. Adaptive Physical Education

- i. Work with the Coordinator of Special Education and building principals to develop and deliver appropriate Adaptive PE programs for students with disabilities
- ii. Ensure compliance with IDEA requirements for physical education as a component of Free Appropriate Public Education (FAPE)
- iii. Supervise and support Adaptive PE teachers and paraprofessionals
- iv. Participate in IEP meetings as needed to address physical education goals and accommodations

c. Health Education Program Oversight

- i. Oversee the development and delivery of a comprehensive Health Education curriculum aligned with NYS standards
- ii. Ensure Health Education is integrated within the broader wellness mission of the district
- iii. Coordinate health instruction with school nurses, counselors, and community health partners
- iv. Monitor compliance with mandated health education topics — including substance abuse prevention, mental health literacy, and sexual health education per NYS requirements
- v. Evaluate instructional materials and recommend updates to the curriculum based on current evidence and state guidance

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d. Physical Education & Health Staff Supervision

- i. Supervise, support, and formally evaluate all PE and Health teachers district-wide
- ii. Conduct instructional observations and provide targeted professional development aligned with APPR requirements
- iii. Lead department meetings and facilitate collaborative planning among PE and Health staff
- iv. Support and mentor new teachers through the APPR process and district onboarding procedures
- v. Coordinate PE and Health staffing needs with building principals and HR

2. Athletic Department Leadership

a. Interscholastic Athletic Program Administration

- i. Administer and oversee all interscholastic athletic programs in compliance with NYSPHSAA bylaws and regulations
- ii. Develop and maintain the master athletic schedule for all sports across all three seasons (fall, winter, spring)
- iii. Ensure all event management strategies are taken care to properly present all athletic contests
- iv. Arrange transportation for all away contests in coordination with the district transportation department
- v. Hire, assign, and ensure the certification of NYSPHSAA-registered officials for all home events
- vi. Manage cancellations, postponements, weather protocols, and makeup scheduling
- vii. Manage and implement practice schedules for all teams
- viii. Oversee championship qualification and participation logistics at sectional, regional, and state levels

b. Coaching Staff Supervision & Certification

- i. Recruit, interview, and recommend coaching candidates to building principals and HR for approval
- ii. Verify that all coaches hold valid NYS coaching certifications — Registered Professional Coach (licensed teacher) or Approved Volunteer Coach credentials as required
- iii. Conduct formal and informal evaluations of all coaching personnel in accordance with district policy and applicable collective bargaining agreements
- iv. Provide ongoing professional development and mentorship to coaching staff
- v. Address performance concerns and disciplinary matters involving coaching staff
- vi. Maintain accurate records of all coaching certifications and renewal dates

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c. Budget Development & Fiscal Management

- i. Develop the annual departmental budget covering PE, Health, and Athletics
- ii. Prepare and submit budget requests with support for justification to the Assistant Superintendent for Business
- iii. Process purchase orders, manage vendor relationships, and control expenditures within approved budget allocations
- iv. Oversee inventory, distribution, collection, and storage of athletic and PE equipment and supplies across all buildings
- v. Prepare bid specifications for the purchase of athletic equipment, uniforms, and supplies
- vi. Oversee booster club activities and fundraising in compliance with district policy
- vii. Manage gate receipts, athletic fees, and related financial transactions in accordance with district fiscal procedures

d. Facilities Management

- i. Work with the Supervisor of Buildings and Grounds to prepare and maintain facilities for athletic events, PE classes, and intramurals
- ii. Coordinate facility usage schedules to optimize use of gymnasiums, fields, weight rooms, and multipurpose spaces
- iii. Make recommendations for facility improvements, additions, or capital upgrades to the Superintendent
- iv. Ensure all facilities meet safety, accessibility, and code compliance standards

e. Community & Stakeholder Engagement

- i. Serve as the primary liaison between the athletic/PE department and parents, booster organizations, and community members
- ii. Work with building principals and security staff to ensure adequate supervision at athletic events
- iii. Represent the district at NYSPHSAA Section meetings, league meetings, and district-level committees
- iv. Coordinate district athletic programs with outside agencies, youth organizations, and feeder schools as appropriate
- v. Communicate program news, student-athlete achievements, and scheduling information through school and district communications channels
- vi. Attend and support school Board of Education meetings as directed; prepare and present departmental reports

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f. NYSPHSAA & Regulatory Compliance

- i. Serve as the district's primary compliance officer for all NYSPHSAA regulations
- ii. Verify student-athlete eligibility — including academic standing, age, residency, and amateur status — prior to each season
- iii. Administer and enforce transfer eligibility regulations per NYSPHSAA bylaws
- iv. Ensure all contests are sanctioned and officiated per NYSPHSAA requirements
- v. Implement NYSPHSAA sportsmanship programs and enforce codes of conduct for athletes, coaches, and spectators
- vi. Submit required annual reports, rosters, and documentation to NYSPHSAA and the appropriate Section office.
- vii. Stay current on all NYSPHSAA bylaw amendments and communicate changes to coaching staff and administration