

Gennaro D. Flora Jr

Experienced educator and coach, specializing in performance enhancement and managing teams. Strong, results oriented people skills with the ability to manage multiple projects and achieve team goals. Recognized for team building and team motivation. Able to manage multiple tasks, meet tight deadlines and increase team performance. A driven, self-starter who is adept at organization, education, relationship building, and for producing results.

Education History

October 2019	Certificate of Eligibility School Administration	State of New Jersey
September 2002	SDA-School District Administrator Provisional Teachers Certificate	New York State Certification
September 2002	NYS Permanent Teacher Certification Physical Education	New York State Certification
February 2002	Masters of Science Education School Administration/Supervision	Iona College, New Rochelle NY
February 1993	Bachelors Business Management Concentration-Management	Iona College, New Rochelle, NY

Professional Certification

Sports Management Worldwide; Portland, Oregon, USA

Football GM & Scouting, Certificate, 2020

Training included: NFL scouting techniques, NFL general manager practices, basic video editing and Coaches Office, statistical analysis, scouting reports, and NFL collective bargaining agreement.

(Mentored by NFL experts Mark Dominik, Russ Lande & John Wooten)

Reference: Dr. Lynn Lashbrook, President, Sports Management Worldwide, 503-445-7105

Athletic Administration History

(June 2021 – Present)

Head Football Coach, Public Schools of the Tarrytown's, Sleepy Hollow High School

(December 2019 – June 2020)

Intern, Athletics Department, Tarrytown School District, Sleepy Hollow, NY)

- * Researching return to learn policies for physical education students after a concussion to help create a department policy.
- Coordinate with the spring sport coaches regarding scheduling of facilities for the spring season.
- Working directly with the Athletic Director to adopt an academic mid quarter reporting system for athletes.
- Updating the facilities rental and reservation system for the athletic facilities in the district.
- Developing the Game Plan which is a college bound manual be presented to the parents & athletes upon completion of 8th grade.
- Attended Section I Division II Athletic Director's Meeting at BOCES in Harrison, New York.
- Participated in Superintendents Day and attended the secondary P.E & Health curriculum workshop.
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(January 2018 – June 2019)

Assistant Director of Recreation, William Paterson University - Director of Club Sports

- Demonstrate background in the development and management of our club sports programs.
- Responsible for overall development of our club sports and their leadership training.
- Responsible for processing voucher payment of our officials, payment of student workers and site supervisors.
- Supervision and evaluation of our head coaches, assistant coaches, and volunteer coaches.
- Coordinate a weekly calendar of all our club sporting events that make up practices, games, and matches.
- Work directly with business services regarding requisitions, purchase orders and payment of invoices.
- Responsible for each team's budget, travel (including hotel and buses), and staff hiring.
- Knowledge of our university fundraising policies through institutional advancement for our teams.
- Attend practices, matches, games, and shows both on and off campus for our teams.
- Coordinate bi-weekly leadership meetings for our team presidents and vice presidents.
- Responsible for the process and possession of our club teams credit cards & the process and payment of team entry fees.
- Scheduling of transportation including buses, airfare, vans, rental cars.

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Athletic Administration Experience

Head Football Coach, William Paterson University, Wayne NJ (Dec 2007-Jan 2018)

- Responsible for the overall administration of a college football program while overseeing 100 players and a staff of 10 to 15 coaches and student workers.
- Responsible for all aspects of the budget for the football program.
- Responsible for team travel including but not limited to securing hotels & payment, meal money & itinerary for road trips.
- District Chairperson for Division III All American Team.
- Knowledge of and strict adherence to NCAA & NJAC rules and regulations.
- Active participant for fund raising for the program's 12th man club.

Operations Experience

Swimming Pool Manager/Senior Beach Manager, Centereach Pool/Ocean Beaches-Town of Brookhaven (May 2019 – September 19)

- Responsible for overall administration Centereach Pool including but not limited to supervision of lifeguards and park attendants, scheduling, payroll, training, and development of staff regarding water safety, cleanliness of facility and upkeep of main pool, water slide and spray park.
- Lifeguard Certified Since for 31 Years.

AED/CPR, First Aid Certified

Facilities Experience

Assistant Director of Recreation, William Paterson University (January 2018 – June 2019)

Facilities

- * Oversight of the day-to-day operations in our overlook north fitness facility.
- * Supervise and coordinate the activities of overlook, staffing, safety, and security of the building.
- * Implemented and oversaw our crunch at lunch staff fitness program two days a week in the summer.
- * Assisted in organizing our WP 30-Day Fitness Challenge for the month of October 2018.
- * Assist in staff scheduling for the coordination of facilities for our student staff.
- * Worked closely with our non-essential staff such as plumbers, electricians, HVAC workers/roofers.
- * Assisted with Director of Recreation to schedule and supervise fitness training and our yoga classes.

Assistant Football Coach

Sleepy Hollow High School – Volunteer Assistant – Spring 2020

Iona College, New Rochelle NY – Dec 1992-97 & 99-01

William Paterson University, Wayne NJ – Jan 02-Dec 07

Fairleigh Dickinson University, Florham Park NJ – Sept 98 – Dec 98

Kean University, Union NJ – Jan 18 – Nov 18

Teaching History

Nov 2020 – Present Physical Education Teacher/Building Sub Our Lady of Sorrows Elementary School

Oct 2020 Leave Replacement P.E Teacher Public Schools of the Tarrytown's

Sept 1996 - June 2002 Physical Education Teacher (K-8). Archdiocese of New York

- Developed Curriculum and taught Physical Education at Our Lady of Sorrows (White Plains), Our Lady of Perpetual Help (Pelham)
- Holy Name (New Rochelle), Holy Family, New Rochelle, Our Lady of Mount Carmel (Elmsford).

Sept 1998 – June 2000. Physical Education Teacher (K-1) City School District of New Rochelle, NY

- Taught Adaptive and Regular Physical Education to grades Pre-K – 2 at the Barnard Early Childhood Learning Center.

References: Available upon Request