

SECTION CENTRAL ADMINISTRATION
AREA CERTIFICATED PERSONNEL
TITLE: Supervisor of Athletics/ Athletic Director

QUALIFICATIONS:

1. New Jersey certification as a Supervisor.
2. New Jersey Teacher certification.
- 3 Successful coaching and teaching experience required; administrative experience is desirable.
4. A minimum of three years teaching health and physical education preferred.
5. Must hold Advanced First Aid and CPR certification.

Such alternative or additional qualifications as the Board of Education may deem appropriate.

REPORTING RESPONSIBILITY:

The Supervisor of Athletics/ Athletic Director reports directly to the Assistant Superintendent in collaboration with the Middle School and High School Principals.

SUPERVISORY RESPONSIBILITY AND AUTHORITY:

Supervisor of Athletics/ Athletic Director is responsible for the supervision and evaluation of all personnel assigned to the high school Athletic Department and for all the coaches grades 6-12. This supervision process will take place in conjunction with Principals and the Assistant Superintendent.

JOB GOAL:

The Supervisor of Athletics/ Athletic Director, guided by the Board of Education and the administrative rules of the Superintendent and Assistant Superintendent, is an athletic specialist. In collaboration with the building principals, he/she is responsible for the administration, supervision, and evaluation of the total athletic program 6-12. The Supervisor of Athletics/Athletic Director shall promote cooperation concerning the athletic program between the coaches of the various sports and among coaches, teachers, and administrators.

TERMS OF EMPLOYMENT:

Twelve month contract consistent with the agreement negotiated with the applicable bargaining unit.

PERSONAL EVALUATION:

Based on the performance of the responsibilities identified in this position description and on the other criteria listed in Policy 4118.2, Evaluation Procedures for administrative and supervisory personnel.

PERFORMANCE RESPONSIBILITIES:

A. Financial Planning/Management

1. Maintains a current inventory including equipment, etc. Completes inventory annually by July 15th and submits a list of new capital equipment to the Assistant Superintendent and Business/Board Secretary.
2. Prepares and oversees Athletic Department budget with teacher, coach, central office, and building administrator input in accordance with timelines established by district budget process.
3. Surveys and maintains a file of catalogues.
4. Prepares Department and Athletic awards.
5. Collects student money for fines, breakage, etc. and deposits with school bursar.

B. Staff Responsibilities and Supervision

1. Recommends the initial employment, contingency employment status and dismissal of Athletic staff. Interviews and recommends volunteer coaches for Board approval.
2. Develops an observation schedule for coaches in cooperation with central office and building administrators.
3. Makes formal observations of the Athletic Department staff and prepares written observation and evaluation reports as required by Board policy.
4. Conducts staff conferences regarding observations and final evaluations.
5. Circulates informational publications and informs the Athletic Department staff on the latest trends in the discipline as aspects of professional development.
6. Makes recommendations to the principal relative to scheduling of athletic events.
7. Implements school directives.

C. Program Development, Management and Implementation

1. Develops five year plan for all aspects of the athletic program
2. Coordinates the distribution of athletic materials, and equipment. Establishes a schedule for maintenance of athletic equipment and makes arrangements for needed repairs.
3. Has leadership responsibility with the building administrator for assigned wing and/or Field House supervision.

4. Functions as an emergency replacement to the administration per the organizational chart.
5. Oversees building and field maintenance in his/her area by initiating work orders and monitoring completion of work for routine and emergency repairs. Reports safety hazards and submits necessary recommendations to the principal.
6. Directs and assists Athletic Department substitutes and serves as a substitute when necessary.

D. Communication

1. Organizes and attends meetings at the department, school, and district levels.
2. Maintains parental contact and monitors coach/parent communication.
3. Works closely with guidance department regarding student progress and eligibility
4. Communicates with Athletic Department staff.
5. Compiles reports, data, and information as necessary.
6. Processes first level of the grievance procedures concerning coaching staff.
7. Distributes information to students concerning competitions.
8. Communicates Athletic Department concerns to the administration.
9. Maintains communication with the building and central administration.

E. Duties and Responsibilities Specific to the Supervisor of Athletics/ Athletic Director

1. Provides on site high school supervision and assumes game administration responsibilities after school, evenings, weekends, and vacation periods when either games or practices are scheduled.
2. Represents the District at athletic meetings when assigned.
3. Prepares and monitors the budget and actual expenditures each year to cover the required expenditures necessary to conduct the total interscholastic athletic program.
4. Provides for the proper administration and supervision of all athletic contests by attending home games, meets and contests, or appointing a site supervisor to act in his/her stead. Attends away games when possible.
5. Evaluates in writing all coaches and conducts a post-evaluation conference to discuss strengths and weaknesses after completion of the respective season.
6. Provides leadership for total program evaluation with student surveys and develops conceptual recommendations for improvements based on the evaluation and goal-setting conferences with head coaches held immediately after the respective season.

7. Arranges schedules for all athletic contests and files contracts in the director's office.
8. Contracts for all home game officials and has checks prepared for them.
9. Is responsible for submitting requisitions for all athletic equipment and supplies.
10. Keeps on file a complete financial record of receipts and expenditures.
11. Assumes leadership in the development of the varsity, junior varsity, freshman, and middle school programs.
12. Has a thorough knowledge of the NJSIAA constitution, rules, and regulations and is knowledgeable with respect to league rules and regulations.
13. Checks the eligibility of all athletes to participate consistent with NJSIAA constitution.
14. Fosters cooperation between the coaches of the various sports and between coaches, teachers, and administrators concerning athletic policies.
15. Holds professional meetings with the members of the athletic department at least twice a year and disseminates and reviews the athletic manual.
16. Arranges transportation for all athletic teams.
17. Supervises the care, game preparation, and maintenance of all facilities used in the athletic program.
18. Plans and arranges for athletic award assemblies at the high school.
19. Is responsible for publicity and press releases concerning athletics.
20. Ensures all athletes have medical exams and clearance and proper insurance coverage as per state statute.
21. Approves all recommendations for athletic awards.
22. Cooperates with the Booster Club and is supportive of its activities.
23. Actively recruits coaching personnel and recommends the best qualified personnel available for each coaching position.
24. Maintains complete athletic records for all sports to be included in the annual report submitted to the Central Office for Board of Education review.
25. Oversees the care, maintenance, inventory, and storage of all athletic equipment.
26. Provides for proper crowd control procedures consistent with NJSIAA guidelines and state statute.
27. In conjunction with the Middle School Traveling Team Coordinator inventories, orders, and distributes athletic equipment.

28. Evaluates Middle School Traveling Team Coordinator, coaches, and intramural coaches.

29. Oversees the Middle School Traveling Team and Intramural Program including the hiring of coaches and the Middle School Traveling Team Coordinator.

F. Other Duties and Responsibilities

1. Performs other duties and responsibilities as assigned by the Assistant Superintendent.

Position Description Adopted: 03/25/03