

**SECTION      TEACHING/EDUCATIONAL SERVICES PERSONNEL**

**AREA            EDUCATIONAL SERVICES PERSONNEL**

**TITLE          ATHLETIC SITE MANAGER**

**QUALIFICATIONS:**

1.      New Jersey Teacher Certification
2.      District Faculty Member

**REPORTING RESPONSIBILITY:**

The Athletic Site Manager is directly responsible to the High School Principal and to the Athletic Director.

**GOAL:**

The Athletic Site Manager will provide site supervision at home and away events with and/or in place of the Athletic Director when required.

**TERMS OF EMPLOYMENT:**

This is a seasonal contract (fall, winter, and/or spring) consistent with the agreement negotiated with the applicable bargaining unit.

**PERSONAL EVALUATION:**

Evaluation will be based on the performance of responsibilities identified in this position description and the criteria and procedures of the Bridgewater-Raritan Coaches Manual.

**PERFORMANCE RESPONSIBILITIES:**

1.      Meet weekly with the Athletic Director to develop a schedule which provides site management and supervision at all home events and away events when needed, as determined by the Athletic Director and/or Principal.
2.      Report to the Athletic Director on a daily basis. Provide supervision at home events on a daily basis with or in place of the Athletic Director.
3.      Follow all site supervision/crowd control guidelines and event management protocol set up by the district and Athletic Director.
4.      Provide event supervision in place of the Athletic Director and/or Principal including the following:
  - a.    Make decisions regarding event status due to safety/field playability in inclement weather.
  - b.    Follow postponement guidelines and procedures as set up by the Athletic Director in the event of a postponement.

- c. Ensure that all event facilities are properly prepared by custodial and field staff prior to the event.
  - d. Assist in setting up and taking down the equipment required for events on fields and/or in gymnasiums.
  - e. Greet the opposing teams and officials and direct them to the proper facility and/or locker room.
  - f. Ensure all event staff have reported and are in designated areas.
  - g. Provide visible supervision during event.
  - h. Address inappropriate spectator behavior with the help of crowd control personnel and police when needed.
  - i. Assist district athletes, coaches, and athletic trainers, as well as opposing teams, officials and spectators with any needs that arise related to the specific event being managed.
  - j. Provide for a safe exit of officials, opposing teams, coaches and spectators from the contest facility.
5. Report any incidents or concerns immediately or at the earliest opportunity to the Athletic Director or Principal.
6. Perform additional duties related to event supervision as assigned by the Athletic Director and/or Principal.

Adopted 1/24/06