



SECTION                    1301  
CATEGORY                Administration  
SUB-CATEGORY        Supervisor of Athletics/Athletic Director – 12-Month

**QUALIFICATIONS:**

1. New Jersey certification as a Supervisor.
2. A minimum of three years teaching experience.
3. Previous coaching and supervisory experience preferred.
4. Certified in Advance First Aid and CPR, at minimum.
5. Exceptional writing, oral, interpersonal, and analytical skills.
6. Knowledge of applicable laws, regulations and procedures.
7. Required criminal history check and proof of US citizenship or legal alien status.
8. Such alternative or additional qualifications as the Superintendent or Board of Education may deem appropriate.

**REPORTING RESPONSIBILITIES**

The Supervisor of Athletics reports to the building principal. He or she works in collaboration with the Superintendent, Assistant Superintendents, and Director of Curriculum.

**SUPERVISORY RESPONSIBILITY AND AUTHORITY**

The Supervisor of Athletics is responsible for the supervision and evaluation of all designated personnel. This supervisory process will take place in conjunction the Superintendent, Assistant Superintendents, Director of Curriculum, and Principals.

**JOB GOAL**

The Supervisor of Athletics, guided by Board of Education policy, the administrative rules of the Superintendent, the Assistant Superintendents, and the Director of Curriculum, is a specialist in a designated area or areas who provides leadership and administrative oversight within that or those areas. In collaboration with the building administrators, he or she is responsible for the administration, supervision, and evaluation of the total athletic program for students in grades 6-12. The Supervisor of Athletics shall promote cooperation concerning the athletic program between the coaches of the various sports and among coaches, teachers, and administrators. The position may, depending on need, also require teaching responsibilities.

**TERMS OF EMPLOYMENT**

Contract consistent with the agreement negotiated with the applicable bargaining unit.



## **PERSONAL EVALUATION**

The Supervisor of Athletics shall be evaluated in writing in line with state requirements and Board of Education policy and regulation by any of the following or combination of the following: the High School Principals, the Director of Curriculum, the Assistant Superintendent for Curriculum and Instruction, the Assistant Superintendent for Personnel, the Assistant Superintendent for Special Services, and the Superintendent at least once each year. The evaluation shall be based in part on the performance of the responsibilities indicated in this position description.

## **PERFORMANCE RESPONSIBILITIES**

### **A. Financial Planning/Management**

1. Maintains a current inventory including materials and equipment. Completes an inventory annually by June 30th and submits a list of new capital equipment to the Business Administrator/Board Secretary.
2. Prepares and monitors the department's budget with teacher, coach, building administrator, and central office input.

### **B. Staff Development**

1. Assists the administration in the recruitment and selection of the teaching and coaching staff and reassignment of those already employed in the district.
2. Provides input into the department observation schedule in cooperation with central office and building administrators.
3. Makes formal observations of department staff and prepares written observation and evaluation reports in accordance with the State of New Jersey Department of Education guidelines.
4. Guides staff regarding observations, goals and summative evaluations.
5. On a scheduled basis, prepares, collects, reviews and monitors teacher lesson plans, tests, and activities as appropriate as well as coaching plans and makes recommendations for growth and improvement.
6. In conjunction with Building Administrators, the Director of Curriculum, and the Assistant Superintendent of Curriculum and Instruction, develops comprehensive in-service programs and courses responsive to staff development needs. In-service needs are to be identified, in part, from findings of the appraisal process and evaluation of programs.
7. Works with staff members and volunteers to complete program-related work including, but not limited to required professional development, first aid training, and training specific to a sport or activity.
8. Circulates informational publications and informs department staff on the latest trends in the discipline as aspects of professional development.
9. Makes recommendations to building administrators relative to scheduling athletic events.
10. Analyzes department staffing patterns and makes recommendations for improvement to building administrators.

### **C. Program Development and Implementation**

1. Works collaboratively with other administrators in planning the athletic program in order to facilitate articulation between and among programs and departments.
2. Coordinates the distribution of athletic materials, and equipment. Establishes a schedule for maintenance of athletic equipment and makes arrangements for needed repairs.



3. Oversees building and field maintenance in his or 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 building administrator.
4. 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.
5. Develops a five-year plan for the department.
6. Cooperates in the design, writing, and coordination of athletic projects.

D. Building Management

1. Assists with a maintenance schedule of athletic department equipment and alerts the building administrators of needed repairs.
2. Establishes, monitors, and encourages teachers and coaches to conduct extra help sessions.
3. Assists as needed with the development and implementation of school safety plans for buildings connected to department.

E. Communication

1. Organizes and attends meetings at the department, school, and district levels.
2. Maintains parental contact and monitors teacher or coach/parent communication.
3. Works closely with building administrators and guidance department staff regarding student eligibility and progress.
4. Develops and implements a plan for the use of community personnel and/or activities to enhance the department instructional process.
5. Disseminates and monitors the implementation of goals (Strategic, Board, District, Building, and Department).
6. Communicates to department staff administrative directives.
7. Compiles reports, data, and information as necessary.
8. Processes the first level of the grievance procedures.
9. Maintains communication with the building and central office administrators.
10. Prepares monthly and/or yearly reports regarding department programs, budgets, concerns, and supervision.
11. Prepares and submits press releases to designated individuals when appropriate.

F. Athletic Responsibilities

1. Provides onsite 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 as assigned.
3. Prepares and monitors the budget each year to ensure the required expenditures necessary to conduct the total interscholastic athletic program are available and resourced based upon need.
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 or her absence. Attends away games when possible.
5. Evaluates in writing all coaches and conducts a post-evaluation conference to discuss strengths and areas of growth after completion of the respective season.
6. Arranges schedules for all athletic contests and files contracts as appropriate.
7. Ensures all home game officials have contracts and that payment is prepared for them.
8. Submits requisitions for all athletic equipment and supplies.
9. Maintains files of complete financial record of receipts and expenditures.
10. Assumes leadership in the development of the varsity, junior varsity, freshman, and middle school programs.



11. Has a thorough knowledge of the NJSIAA constitution, rules, and regulations and is knowledgeable with respect to league rules and regulations.
12. Checks the eligibility of all athletes to participate consistent with NJSIAA constitution.
13. Fosters cooperation between the coaches of the various sports and between coaches, teachers, and administrators concerning athletic policies.
14. Holds professional meetings with the members of the athletic department at least twice a year
15. 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. Approves all recommendations for athletic awards.
20. Ensures that all athletes have medical exams and clearance and proper insurance coverage as per state statute.
21. Cooperates with the Booster Club and is supportive of its activities.
22. Recruits coaching personnel and recommends the best qualified personnel available for each coaching position.
23. Maintains complete athletic records for all sports to be included in the annual report submitted to the Central Office for Board of Education review.
24. Oversees the care, maintenance, inventory, and storage of all athletic equipment.
25. Provides for proper crowd control procedures consistent with NJSIAA guidelines and state statute.
26. In conjunction with the Middle School Traveling Team Coordinator inventories, orders, and distributes athletic equipment.
27. Evaluates the Middle School Traveling Team Coordinator, coaches, and intramural coaches.
28. Oversees the Middle School Traveling Team and Intramural Program including the hiring of coaches and the Middle School Traveling Team Coordinator.

G. Other Duties

1. Maintains confidentiality in all areas of the assignment.
2. Assumes other duties and responsibilities incidental to the office or as assigned by the Superintendent of Schools.
3. Adheres to all district policies and regulations, including but not limited to:
  - a. Teaching Staff Member/School District Reporting Responsibilities – 3159
  - b. Physical Examination – 3160
  - c. Substance Abuse – 3218
  - d. Electronic Communications between Teaching Staff Members and Students – 3283
  - e. Sexual Harassment – 3362

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Adopted: 13 November 2018