

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE

Supervisor of Athletics/Intramurals (6-12)

II. PRIMARY FUNCTION

To supervise and organize the Athletic and Intramural programs in accordance with law, Board of Education policy and regulations for Grades 6-12

III. REPORTS TO

Assistant Superintendent of Curriculum and Instruction or designee

IV. SUPERVISES

Department professional staff

V. QUALIFICATIONS

- Must possess a regular New Jersey Instructional Certificate endorsed for the appropriate subject area
- Must possess (or be eligible for) New Jersey Supervisor's Certificate
- Must have a Bachelor's degree with major in the subject area, plus a Masters degree preferable in the subject area
- Minimum of three (3) years of successful teaching in the subject area required
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify.

VI. MAJOR DUTIES AND RESPONSIBILITIES

- Coordinate the development, implementation and evaluation of programs and services related to Athletics and Intramurals
- Plan and conduct evaluations of the Athletic programs and make recommendations for their improvement
- Plan and conduct evaluations of the Intramural programs and make recommendations for their improvement
- Assist in the screening, interviewing and hiring of departmental personnel
- Develop and maintain effective working relationships and communications with staff, parents, community groups and outside agencies
- Schedule and hold meetings with Athletic as well as Intramural personnel
- Prepare budget recommendations regarding related programs and services
- Supervise and coordinate staffing needs
- Assumes responsibilities for the scheduling process of the Intramural program and all athletic events and practices
- Assist in the orientation and in-service training of assigned personnel
- Verify the eligibility of all athletes and provide the necessary data for the completion of the eligibility certificate to be signed by the principal
- Arrange schedules for athletic contests
- Provide for the proper supervision and administration of all athletic events
- Must possess thorough knowledge of N.J.S.I.A.A. and GMAC rules and regulations as well as all district related athletic policies and regulations
- Arrange transportation for all athletic teams, band, cheerleaders and other student groups representing the school in athletic contests of Intramural programs
- Represent the school/district at athletic and conference meetings

- Perform such other duties as may be assigned by the Superintendent or designee

VII. TERMS OF EMPLOYMENT

Twelve-month position in accordance with provisions of EPSA/BOE contract

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Job Description/Section IV SUPERVISOR OF ATHLETICS/INTRAMURALS (6-12)

APPROVED: November 22, 2010