

CARLSTADT-EAST RUTHERFORD REGIONAL BOARD OF EDUCATION

Job Description

EXTRACURRICULAR ACTIVITIES

Administrative Regulations

TITLE: ATHLETIC DIRECTOR

QUALIFICATIONS:

1. Valid New Jersey Supervisor Certificate
2. Minimum experience as determined by the board
3. Demonstrated leadership in the organization and administration of a district-level athletic program
4. Ability to maintain a positive learning environment and high standards of conduct for athletes
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Superintendent / Principal

SUPERVISES: Coaches, Athletic Trainers

JOB GOAL: To provide leadership in the development, implementation and coordination of the district's athletic program in order to provide students with the opportunity to develop physical skills, knowledge and understanding of sports and the principles of fair play.

PERFORMANCE RESPONSIBILITIES:

1. Organizes and administers the district's program of extracurricular athletics and assumes responsibility for the scheduling of all intramural and interscholastic athletic events.
2. Provides leadership in the selection, assignment and evaluation of athletic coaches and trainers.
3. Assumes responsibility for the proper supervision of home games and the availability of game officials, team physicians and security personnel.
4. Assumes responsibility for compliance with board-adopted emergency medical procedures for all practice sessions and competitive events.
5. Arranges for the transportation for athletic competitions.
6. Develops and implements appropriate rules and regulations

governing the conduct of athletic activities and ensures compliance with the rules promulgated by the NJSIAA.

7. Verifies each athlete's eligibility according to established physical and academic requirements of eligibility for participation in each sport and obtains written parent permission for students to participate.
8. Prepares and administers the athletic program budget and requisitions program supplies and equipment.
9. Supervise all ticket sales and fundraising events of the athletic program and assumes responsibility for proper handling of funds.
10. Arranges field and gym practice schedules.
11. Supervises the care, maintenance and storage of all athletic equipment and supplies and maintains a current inventory.
12. Arranges for the physical examination of all athletes prior to each season.
13. Maintains records of athletic contests and award winners and plans and supervises an annual recognition program for athletes.
14. Promotes good school-community relations and support through effective communication regarding the district's athletic program.
15. Upholds and enforces school rules, administrative regulations and board policy.
16. Performs other duties which may be within the scope of his/her employment and certification as may be assigned by the principal.
17. Can instruct up to a maximum of four classes and minimum of two at the discretion of the CSA.
18. Will assume responsibility to enforce school policy and regulations in regard to the freshman and sophomore classes.

**TERMS OF
EMPLOYMENT:**

10.5 months - August 15-June 30. Stipend position.

EVALUATION:

Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff.

APPROVED BY: Board of Education

DATE: 3/10/10

REVISED: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

Legal References:

<u>N.J.S.A.</u> 5:17-1	Athletic code of conduct, permitted, youth sports events defined
<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record; employee in regular contact with students; grounds for disqualification from employment
<u>N.J.S.A.</u> 18A:6-10	Dismissal and reduction in compensation of persons under tenure in public school system
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:25-2	Authority over students
<u>N.J.S.A.</u> 1SA:26-1	Citizenship of teachers, etc
<u>N.J.S.A.</u> 1SA:26-1.1	Residence requirement prohibited
<u>N.J.S.A.</u> 18A:26-2	Certificates required; exception
<u>N.J.S.A.</u> 18A:26-2.1	Supervisory certificate required for appointment as director of athletics
<u>N.J.S.A.</u> 18A:27	Employment and contracts
<u>N.J.S.A.</u> 18A:28-3	No tenure for noncitizens
<u>N.J.S.A.</u> 18A:28-5	Tenure of teaching staff members
<u>N.J.S.A.</u> 18A:28-8	Notice of intention to resign required
<u>N.J.A.C.</u> 6A:7	Managing equality and equity in education
<u>N.J.A.C.</u> 6A:9	Professional licensure and standards

See particularly:

<u>N.J.A.C.</u> 6A:9-3	Professional standards for teachers and school leaders
<u>N.J.A.C.</u> 6A:9-5	General certification policies
<u>N.J.A.C.</u> 6A:9-8	Requirements for instructional certificate
<u>N.J.A.C.</u> 6A:9-9	Instructional certificates
<u>N.J.A.C.</u> 6A:9-12.3	Authorization
<u>N.J.A.C.</u> 6A:9-12.6	Supervisor
<u>N.J.A.C.</u> 6A:9-14	Acting administrators
<u>N.J.A.C.</u> 6A:9-15	Required professional development for teachers
<u>N.J.A.C.</u> 6A:9-16	Required professional development for school leaders
<u>N.J.A.C.</u> 6A-16	Programs to support student development
<u>N.J.A.C.</u> 6A:32-4	Employment of teaching staff
<u>N.J.A.C.</u> 6A:32-4.4	Evaluation of tenured teaching staff members
<u>N.J.A.C.</u> 6A:32-4.5	Evaluation of nontenured teaching staff members
<u>N.J.A.C.</u> 6A:32-5.1	Standards for determining seniority
<u>N.J.A.C.</u> 6A:32-6	School employee physical examinations
<u>N.J.A.C.</u> 6A:32-9	Athletic Procedures

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.