



RANDOLPH TOWNSHIP SCHOOLS JOB DESCRIPTION

TITLE: Athletic Director
REPORTS TO: High School Principal
QUALIFICATIONS:

1. Valid New Jersey Supervisor Certificate required; Principal certificate preferred
2. Demonstrated leadership in the role of Athletic Director
3. Experience as a Head Coach
4. The ability to successfully complete a criminal history background check and provide proof of U.S. citizenship or legal resident alien status.
5. Current residency in New Jersey, approved residency waiver or agreement to obtain residency within one year of employment.

GENERAL DESCRIPTION:

The Athletic Director is responsible for the administration and supervision of the interscholastic athletic programs. The Athletic Director shall be directly responsible to the High School Principal for the performance of his/her duties.

ESSENTIAL JOB FUNCTIONS:

Administrative

1. Organizes and administers the district's program of extracurricular athletics and assumes responsibility for the scheduling of all interscholastic athletic events.
2. Develops and implements appropriate rules and regulations governing the conduct of athletic activities and ensures compliance with the rules promulgated by the NJSIAA.
3. 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.
4. Prepares the annual athletic budget, specifying the projected needs for each sport, with input from the head coaches and the equipment manager.
5. Submits the annual budgetary proposal to the principal and makes sub changes in that proposal as may be necessary due to financial constraints and/or changing needs of the program.
6. Arranges all physical examinations for students participating in sports and for the completion of required permission slips prior to start of the season.
7. Maintains records of athletic contests and aware winners and plans and supervises an annual recognition program for athletes.
8. Develops and oversees an equitable system of determining the distribution of letters and awards to student athletes and ensures that students are aware of the system for winning a letter or award.
9. Represents the school in any athletic conference meetings, special NJSIAA meetings and other professional gatherings to be better informed regarding interscholastic sports programs.
10. Serves as the high school's official administrative liaison with all of the booster and support groups associated with the various high school teams.
11. Implements the rules of Title IX of the Educational Amendments of 1972 and Title VI of the New Jersey Administrative Code which provide for equal opportunity for members of both sexes in teams, equipment, facilities, supplies, travel, compensation of coaches, scheduling and the selection and payment of officials.

Operations

1. Assumes responsibilities for the proper supervision of home games and availability of game officials, athletic trainers and security personnel.
2. Attends all home varsity games, meets and contests as his/her schedule may permit and designates a representative to act in his/her stead when unable to attend.
3. Assumes responsibility for compliance with board-adopted emergency medical procedure for all practice sessions and competitive events.
4. Supervises athletic coaches' enforcement of training rules and establishes uniform standards of appropriate conduct for the athletes in their charge.
5. Ensures all students who participate in sports are on the proper insurance lists and that absolutely no student takes part in any practice without being properly insured.
6. Oversees the implementation of heat acclimation procedures.
7. Oversees the implementation of concussion and head injuries including return to play.
8. Arranges for the transportation for athletic competitions and when necessary coordinates with the high school principals to request approval for the early dismissal of student athletes.
9. Supervises all ticket sales and fundraising events of the athletic program and assumes responsibilities for proper handling of funds.
10. Arranges field and gym practice schedules.
11. Enforces school rules of conduct for athletes and sportsmanlike spectator participation at games and infuses the student body with the elements of good sportsmanship and conduct.
12. Establishes a system of immediately reporting athletic injuries to the nurse.
13. Supervises the care, maintenance and storage of all athletic equipment and supplies and maintains a current inventory.
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. In cooperation with Director of Facilities, coordinates the processing of requests for athletic facilities usage by all groups.
17. Performs other duties which may be within the scope of his/her employment and certification as may be assigned.

Personnel

1. Provides leadership in the selection, assignment and evaluation of athletic coaches and trainers.
2. Recruits, evaluates, and recommends to the principal candidates for coaching positions.
3. Serves as a mentor for all member of the coaching staff to ensure the professional growth and development of all coaches.
4. Conducts at least one written evaluation of each coaching staff member per season to include observations of a team practice session and an interscholastic contest per coach.
5. Prepares an annual summary evaluation of every member of the coaching staff. Evaluations shall include recommendations for improvement as well as commendations and shall provide the basis for the athletic director's employment recommendation of the individual coach.
6. Supervises cheerleading squad selection and activities.

WORK YEAR: Twelve-month employee
 DATE APPROVED: October 16, 2018
 APPROVED BY: Board of Education