

**WARREN HILLS SCHOOL DISTRICT
WASHINGTON, NJ 07882**

JOB DESCRIPTION

Title: Director of Athletics/Student Activities

The Director of Athletics/Student Activities is responsible directly to the Assistant Superintendent and should be prepared to meet all of the responsibilities of his/her position. The position includes supervisory and coordinating responsibility and is so structured as to make it possible for the person to contribute to the school administrative team.

Qualifications: The Director of Athletics/Student Activities will

Have a valid New Jersey Teaching Certificate
Have a valid New Jersey Supervisor's Certificate

Immediate Responsibility: Superintendent

Job Goal: To promote the physical, mental, social and emotional well-being of the participants of the Warren Hills Athletics and Student Activities Programs.

General Responsibilities:

The Director of Athletics/Student Activities Will:

1. Be responsible to the Superintendent for all matters involving interscholastic sports and student activities.
2. Prepare a budget each year to cover the required expenditures necessary to conduct a total interscholastic athletic program and all student activities.
3. Ensure submission of requisitions for all athletic equipment and supplies.
4. Keep an accurate inventory of all athletic equipment.
5. Hold professional meetings with members of the athletic department.
6. Arrange schedules and file contracts (independents) for all athletic contests.
7. Contact the assignor for all home game officials and have payment for officials promptly available.
8. Check eligibility of all athletes.
9. Assume leadership in the development of interscholastic athletic programs.
10. Be responsible for attending or assigning supervision for all indoor contests in the district.

11. Be responsible to circulate to all outdoor contests in the district.
12. Be responsible to assign a site manager for district contests.
13. Be responsible to coordinate all transportation needs for athletics and student activities with transportation coordinator.
14. Stimulate cooperation between coaches, teachers and administrators regarding general athletic policies and student activities.
15. Develop a thorough understanding of NJSIAA rules and regulations.
16. Provide a weekly schedule of events to all working personnel for activities and events in the district.
17. Conduct the awards program at the end of each athletic season for both the middle school and high school. In addition, awards will be purchased by the Director and made available for each awards program.
18. Provide the proper financial records of receipts and expenditures.
19. Cooperate in all problems of athletes, coaches, and advisors with faculty members.
20. See that all visiting teams are extended every possible courtesy.
21. Work closely and in cooperation with the Booster Clubs.
22. Be responsible for the supervision of all coaches, advisors, trainers, site directors, athletic secretary and equipment managers.
23. Evaluate coaches, advisors, athletic secretaries and faculty as assigned.
24. Interview and recommend qualified personnel for athletic and student activity positions.
25. Post coaching and student activity positions with the District Office as soon as positions become vacated.
26. Assist student government with all student assemblies/activities that deal with athletics and student activities. (Example: pep rallies)
27. Work with four class advisors to coordinate various class activities.
28. Oversee all club activities – this would involve:
 - a. Coordinating the activities of all official clubs approved to operate at Warren Hills.
 - b. Working with teachers and/or students to organize new clubs.
 - c. Making recommendations to the Assistant Superintendent regarding each club's effectiveness.
 - d. Monitoring the monthly progress of club activities through written reports from advisors.
 - e. The periodic evaluation of clubs as basis for possible movement on payment scale for advisors.
 - f. Maintaining a calendar/schedule of all club activities to help avoid conflicts with activities and/or meetings.
29. Collect payment, review insurance certificates, and process use of facility application requests for all Warren Hills Regional facilities. The athletic director will maintain a

school calendar of such events and approve such events based on availability after Warren Hills athletics and activities have been scheduled.

30. Perform other duties which may be within the scope of employment as assigned by the Superintendent and/or designee.

TERMS OF

EMPLOYMENT: The Director of Athletics/Student Activities will be a 12-month employee.

Salary & Work Year to be determined by the Board of Education.

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State and the provisions of the board's policy on evaluations.

11/2008

Revised: 5/1/2012

Revised: 10/30/2018

Revised: 8/17/2021