



KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

Assistant Principal/Supervisor of Athletics

(Approved: 4/27/17)

Qualifications:

1. Master's Degree from accredited college or university;
2. New Jersey Teaching or School Counseling Certificate;
3. New Jersey Principal Certificate – N.J.S.A. 26-2;
N.J.A.C. 6:11-10.8;
4. A minimum of three years teaching/school counselor experience;
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Scope of Responsibility:

Supervises all certified and non-certified school staff as assigned by, or in the absence of, the Principal, assists the Principal in providing school-wide leadership and provides leadership in the development, implementation and coordination of the District's curriculum. In addition, is assigned a portion of the student-body to maintain safety and security and the high standards of student conduct consistent with Board Policies.

Reports to:

Principal

Assistant Principal Performance Responsibilities: To assist the Principal in the supervision and coordination of the Educational Program for assigned grades, and more specifically, to handle routine discipline and attendance referrals and to coordinate the Student Activities Program of the school.

- Develop, recommend, implement and communicate managerial practices, regulations and procedures for all school discipline, attendance, and student activities.
- Direct, administer and evaluate all student activities program (Student government, clubs, classes, drama, and music activities, school publications, and assemblies) for assigned grades and provide financial oversight.
- Attend and supervise evening and weekend school activities as assigned by the Principal.
- Assist in the orientation, assignment, supervision, and observation of all certificated, non-certificated and substitute staff.
- Evaluate all certified and non-certified personnel as assigned.
- Assist in the development of faculty, staff and student schedules.
- Act as liaison with community groups, as assigned by the Principal, and the community at large to foster and maintain cordial relations.
- Keep apprised of activities and trends in secondary education through attendance at meetings, workshops, clinics, and membership in professional associations.

Supervisor of Athletics Performance Responsibilities: To plan and conduct a complete interscholastic, intramural and athletic program; conduct activities of the departments assigned in an educationally sound manner; and, to plan, conduct, and supervise the activities and instruction of the departments assigned, to enhance teachers' skills and strategies, and to increase student achievement in assigned grades.



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- Plan and conduct the interscholastic athletic programs in line with policies of the Board of Education and the NJSIAA.
- Prepare game schedules, engage officials, select supervisory personnel for operation of home contests.
- Ensure the readiness of grounds, floor, courts, etc., for scheduled home contests. Check all fields, facilities and athletic property.
- Arrange for transportation of teams, equipment, etc., to away contests in accordance with policy and state law.
- Maintain complete inventories of all athletic equipment. Issue equipment needed during sports seasons to head coaches, keeping of records of said equipment, checking again when handed back at the end of the season.
- Supervise home athletic contests with responsibility for sale of tickets, supervision of spectators, meeting visiting coaches and teams, and getting them set-up in visiting team facilities, etc. Greet officials and make dressing quarters available to them, etc.
- Arrange for physical exams, required insurance coverage, eligibility lists and parent permission forms.
- Evaluate all coaches and wellness activity advisors as assigned.
- Maintain individual and team records; and coordinate all public relations and release of news stories in an effort to celebrate athletic accomplishments and student achievement with the school community.
- Develop, recommend, implement and communicate managerial practices, regulations and procedures for all school discipline, attendance, recognition programs as related to athletics.
- Assist in the orientation, assignment, supervision, and evaluate of all head and assistant coaches and volunteers.
- Attend meetings, conferences and workshops which will enhance continued professional development.
- Provide leadership to develop methods, procedures and techniques that will assist the staff to develop educational and athletic programs appropriate for our students.
- Assist in providing articulation with constituent districts for athletic programs.
- Perform other related duties as may be assigned by the Superintendent or Principals.

Employment conditions:

Contract year:	July 1 to June 30
Job Family	Assistant Principal
Pay Grade/Compensation Structure:	G06
Evaluation:	In accordance with Board policy