



KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

Director of Athletics

(Adopted 12/17/2012; Revised 4/28/2014, Rev. 04/28/2016)

Qualifications:

1. Master's Degree in Education;
2. NJ Supervisor or Principal Certificate;
3. Three year's teaching or professional education experience;
4. Three year's coaching experience;
5. Ability to work with professional staff;
6. Ability to work independently.
7. Proficient with technology.

Reports To:

Superintendent of Schools

Supervises:

Nurses, Athletic Trainers, Instructional and Coaching staff as assigned.

Job Goal:

To plan and conduct a complete interscholastic, intramural and athletic program; and to conduct activities of the departments assigned in an educationally sound manner.

Performance Responsibilities:

1. Plan and conduct the interscholastic athletic programs in line with policies of the Board of Education and the NJSIAA.
2. Prepare game schedules, engage officials, select supervisory personnel for operation of home contests.
3. Ensure the readiness of grounds, floor, courts, etc., for scheduled home contests. Check all fields, facilities and athletic property.
4. Arrange for transportation of teams, equipment, etc., to away contests in accordance with policy and state law.
5. 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.
6. Attend all 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.
7. Arrange for physical exams, required insurance coverage, eligibility lists and parent permission forms.
8. Maintain individual and team records.
9. Maintain public relations and release of news stories in an effort to celebrate athletic accomplishments and student achievement with the school community.
10. Represent Kingsway at athletic meetings.
11. Arrange for reconditioning of equipment.
12. Assume responsibility for financial matters as contained in policy.
13. Develop and maintain a system of player awards in accordance with policies.
14. Prepare and coordinate athletic banquet(s).
15. Coordinate volunteer program to support the athletic program.
16. Provide written evaluation of all coaches each season.
17. Attend various activities and events, related to athletic programs, as assigned by the Principal.
18. Conduct seasonal meetings with all coaches, athletic trainer and volunteers.
19. Order athletic equipment and supplies.



KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

Director of Athletics

(Adopted 12/17/2012; Revised 4/28/2014, Rev. 04/28/2016)

20. Check in and store athletic equipment and supplies.
21. Organize and coordinate awards presentation.
22. Recommend coaches for all vacancies.
23. Coordinate facility use for outside groups.
24. Coordinate purchase of individual championship awards, in accordance with Board policy.
25. Prepare bid totals from vendors of athletic supplies.
26. Develop and provide a coaches handbook that includes a code of conduct for coaches and athletes.
27. Attend meetings, conferences and workshops which will enhance continued professional development.
28. Prepare reports regarding the progress of the athletic department including recommendations for improvement and needed change.
29. Provide leadership to develop methods, procedures and techniques that will assist the staff to develop educational and athletic programs appropriate for our students.
30. Attend regularly scheduled meetings with other supervisors and administrators.
31. Assist in providing articulation with constituent districts for athletic programs.
32. Orient, advise and assist newly employed coaches.
33. Update and maintain an inventory of all departmental materials and equipment.
34. Develop, submit and control the annual budget for the department.
35. Serve as a liaison to the High School and Middle School Administrative teams and assist in the development, articulation, implementation and interpretation of school policies.
36. Oversee instructional programs as assigned by Superintendent.
37. Conduct observations and evaluations of instructional staff as assigned.
38. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.

Employment conditions:

Contract year:	July 1 to June 30
Job Family	Program Supervisor
Pay Grade/Compensation Structure:	G04
Evaluation:	In accordance with Board policy
Job Code:	0526