

# JOB DESCRIPTION

## PATERSON BOARD OF EDUCATION

**DIRECTORS AND MANAGERS**  
**1692b DIRECTOR OF PHYSICAL**  
**EDUCATION, HEALTH, ATHLETICS**  
**AND NURSING**  
**Page 1 of 10**

### REVISED

**JOB TITLE:** **DIRECTOR OF PHYSICAL EDUCATION, HEALTH,  
ATHLETICS AND NURSING**

**REPORTS TO:** **Superintendent or Cabinet Level Designee**  
**SUPERVISES:** **Staff as assigned**

### **NATURE AND SCOPE OF JOB:**

Provide leadership in the development, organization, implementation, coordination, and evaluation, of the grades Pre-K-12 Comprehensive Health and Physical Education and Driver's Education programs, including Nursing Services, of the district to ensure that all students meet and exceed the State Core Curriculum Content Standards. Achieving excellence requires that the Director of Physical Education, Health, Athletics and Nursing works collaboratively to lead and nurture members of the staff and to communicate effectively with parents, members of the community, and colleagues in other districts and schools. Inherent in the position are the responsibilities for planning, curriculum development, program evaluation, personnel management, and financial management.

### **QUALIFICATIONS:**

The Director of Physical Education, Health, Athletics and Nursing shall:

1. Hold a New Jersey administrative certificate in accordance with the requirements of N.J.S.A.18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11, with a supervisor endorsement (N.J.S.A.18A:26-2.1 and N.J.A.C 6:11-9.3 and 9.6). Hold a standard teaching certificate in Physical Education and Health.
2. Have a minimum of five (5) years teaching/administrative experience.
3. Hold and maintain a valid driver's license with no serious violations.
4. Have excellent administrative and/or teaching experience and work with adolescents.
5. Demonstrate excellent organizational skills and the ability to motivate people.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Demonstrate knowledge and understanding of curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
8. Demonstrate an understanding of the regulations regarding the operation of an athletic program.

# **JOB DESCRIPTION**

## **PATERSON BOARD OF EDUCATION**

### **DIRECTORS AND MANAGERS 1692b DIRECTOR OF PHYSICAL EDUCATION, HEALTH, ATHLETICS AND NURSING Page 2 of 10**

9. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
10. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
11. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
12. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
13. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or, during the initial six month period provide a sworn statement that there have not been any convictions of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
14. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4...
15. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
16. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

#### **VERIFICATION OF COMPETENCY:**

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations of teaching and/or administrative performance.
4. Official college transcripts.
5. Employment interview.

#### **EMPLOYMENT TERMS:**

The Director of Physical Education, Health, Athletics and Nursing shall be employed under the following terms:

1. Work year of twelve months

# JOB DESCRIPTION

## PATERSON BOARD OF EDUCATION

**DIRECTORS AND MANAGERS**  
**1692b DIRECTOR OF PHYSICAL**  
**EDUCATION, HEALTH, ATHLETICS**  
**AND NURSING**  
**Page 3 of 10**

2. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

### **JOB FUNCTIONS AND RESPONSIBILITIES:**

The Director of Physical Education, Health, Athletics and Nursing shall:

1. Work cooperatively and collectively with grades PreK-12 principals and other supervisors to ensure that Health and Physical Education instructional programs and services are coordinated across the grade levels and are administered uniformly and equitably.
2. Plan, organize, implement, supervise, coordinate and evaluate the instructional programs that ensures that each student meets and exceeds the Core Curriculum Content Standards in Health and Physical Education and the Cross Content Workplace Readiness Skills, consistent with the mission, philosophy, values, and instructional goals of the district, and meeting all laws, codes (e.g., N.J.A.C. 6A Chapter 16), Board policies and regulations. The comprehensive program includes instruction and programs in substance abuse (N.J.A.C. 6A:16-4.1 et seq.). Leadership of the program shall include:
  - Use of data to identify student and instructional needs;
  - Clear procedures for the operation and functioning of the various programs;
  - Curriculum development to meet the core curriculum content standards;
  - Vertical and horizontal articulation of skills and content sequence;
  - Coordination among the core curriculum content areas;
  - Consistent and regular program evaluation;
  - Personnel supervision and evaluation;
  - Personnel recruitment and recommendations for selection when vacancies occur;
  - Orientation and assistance for new staff members; communications among staff;
  - Staff development to expand and improve skills;
  - Analysis of assessments to improve instruction;
  - Resources and personnel scheduling;
  - Coordination of services with community agencies and resources;
  - Coordination and close working relationships with state and county officials, and with colleagues in other school districts;
  - Evaluation and selection of instructional materials and equipment;
  - Budget development and implementation;
  - Application for grants and monitoring grants; and
  - Compliance with all state and federal mandates.

# JOB DESCRIPTION

## **PATERSON BOARD OF EDUCATION**

**DIRECTORS AND MANAGERS  
1692b DIRECTOR OF PHYSICAL  
EDUCATION, HEALTH, ATHLETICS  
AND NURSING  
Page 4 of 10**

3. Collect and analyze data, particularly State assessments, regarding the achievement of students and other pertinent information affecting the design and implementation of services and programs, using the information to recommend new programs and modifications in existing programs. Share with staff the results of State and other assessments.
4. Provide leadership and coordination in the development of curriculum and the implementation of health and physical education programs of the district, evaluating programs and services on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
5. Ensure that the instructional programs engage the learner in tasks that require analytical and critical thinking, problem solving and creativity, that they address each student's needs, interests, and skill levels, that they encourage the student to define individual goals and accept responsibility for learning, and that they provide a variety of methods for the student to demonstrate performance and achievement.
6. Organize and implement a system for the evaluation and selection of equipment and instructional materials that are free of prejudice and stereotyping and designed to meet the Core Curriculum Content Standards, using staff identified criteria reflecting the needs of the program.
7. Review instructional and grading policies, procedures, and standards to ensure consistency across the various grade levels.
8. Provide and coordinate services to staff in the professional staff to assist them with classified students and with students who experience difficulty in learning.
9. Coordinate school and community resources for students who need specialized assistance, including the services of the guidance counselor, social worker, nurse, psychologist, learning disabilities teacher coordinator, attendance officer, and others who may assist the student and family.
10. Supervise all personnel assigned to ensure that all responsibilities are met and exceeded.
11. Evaluate lesson plans and observe classes on a regular basis.
12. Develop with individual staff members a Professional Improvement Plan (PIP).
13. Ensure that personnel evaluation procedures are accomplished in a fair and consistent manner that encourages accountability, growth and excellence, in accordance with law, Board policy, and contractual requirements.
14. Recommend to the Principal the renewal, dismissal, withholding of increment, promotion or other actions for all personnel assigned, following established procedures and timelines.

# JOB DESCRIPTION

## PATERSON BOARD OF EDUCATION

**DIRECTORS AND MANAGERS**  
**1692b DIRECTOR OF PHYSICAL**  
**EDUCATION, HEALTH, ATHLETICS**  
**AND NURSING**  
**Page 5 of 10**

15. Recommend staffing needs and assist with the recruitment and selection of new personnel.
16. Provide orientation and assistance and monitor the performance of new staff.
17. Ensure that all physical education and health professional staff maintain current first aid and CPR certification. Hold re-certification sessions to assist the staff with compliance.
18. Provide opportunities for effective staff development that addresses the needs of the instructional programs and the needs of the staff, including clinics, workshops, conferences, visitations, demonstration lessons and sessions in which the staff shares successful practices and strategies.
19. Plan and implement an instructional program for students and athletes in safety instruction, injury prevention and management, and physical conditioning.
20. Ensure compliance with State Department of Health, State Department of Education, and local regulations regarding the operation of swimming pools, including American Red Cross water safety certification and registration for teachers assigned to teach swimming (N.J.A.C. 6:11-4.7).
21. Develop, periodically review, and disseminate an Emergency Action Plan that outlines clearly understood procedures for injuries, emergencies, and unusual circumstances, following State, local, and district guidelines.
22. Provide information about emergency occurrences to staff, students, and parents as necessary, and follow procedures for dealing with the media.
23. Notify the principal of the school and the Superintendent immediately of any unusual circumstances.
24. Assist the administration and faculty members in each school to organize and operate a comprehensive and age appropriate extra-curricular student activities program that enhances learning in the Core Curriculum Content Standards and develops leadership and responsible cooperative social skills in all participating students. Seek ways to include all students in the activities program.
25. Establish and monitor procedures that create and maintain attractive, organized, functional, healthy, clean, and safe facilities, with proper attention to the visual, acoustic, and thermal environments.
26. Regularly inspect all department facilities and grounds to ensure compliance with all applicable codes and regulations.
27. Establish a professional rapport with students and with staff that earns their respect.
28. Maintain visibility with students, staff, parents, and the community and events regularly.
29. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and agencies associated with the school.

# JOB DESCRIPTION

## **PATERSON BOARD OF EDUCATION**

### **DIRECTORS AND MANAGERS 1692b DIRECTOR OF PHYSICAL EDUCATION, HEALTH, ATHLETICS AND NURSING Page 6 of 10**

30. Serve as a role model for students, dressing professionally, demonstrating good sportsmanship, the importance and relevance of learning, accepting responsibility, and pride in the education profession.
31. Notify immediately appropriate personnel and agencies, and follow established procedures when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
32. Keep the staff informed and seek ideas for the improvement of the department.
33. Conduct meetings as necessary for the proper functioning of the instructional and athletic programs.
34. Use effective presentation skills when addressing students, staff, parents, and the community, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
35. Use excellent written and oral English skills when communicating with students, parents, and colleagues.
36. Complete in a timely fashion all records and reports as required by law and regulation or requested by the Superintendent. Answer correspondence promptly.
37. Communicate with the Superintendent and with the principals regularly about the needs, successes, and general operation of the instructional programs.
38. Recommend policies and procedures to promote a healthy and supportive climate for learning that addresses the Core Curriculum Content Standards and responsibility for behavior.
39. Follow procedures for safe storing and integrity of all public and confidential school records, ensuring that personnel and student record keeping procedures comply with State and federal law and district policy.
40. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
41. Attend required staff meetings and serve, as appropriate, on staff committees.
42. Represent the school and district at community, State and professional meetings.
43. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
44. Summarize, interpret, and disseminate current developments in comprehensive health education, physical education, athletics, and intramurals through reading of professional journals, participation in professional development, and involvement in professional organizations.

# JOB DESCRIPTION

## **PATERSON BOARD OF EDUCATION**

### **DIRECTORS AND MANAGERS 1692b DIRECTOR OF PHYSICAL EDUCATION, HEALTH, ATHLETICS AND NURSING Page 7 of 10**

45. Maintain a working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities.
46. Observe strictly, to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
47. Perform any duties that are within the scope of employment and certifications, as assigned by the Superintendent and not otherwise prohibited by law or regulation.
48. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, and contractual obligations.
49. Verify that the Assistant Principal for Co-curricular and Athletic Activities assumes leadership in the development of the Varsity, Junior Varsity and Freshman programs.
50. Verify that the Assistant Principal for Co-curricular and Athletic Activities assumes or a designated representative attends all home games, meets, and contests and attends away games when possible.
51. Create a protocol for the Assistant Principal for Co-curricular and Athletic Activities shares all athletic records and eligibility notifications.
52. Review all athletic records for all sports.
53. Maintain a thorough knowledge of the N.J.S.I.A.A. rules and regulations.
54. Work collaboratively with the Assistant Principal for Co-curricular and Athletic Activities to develop and maintain the District Athletic Handbook to include but not be limited to:
  - A standard Physical Form with procedures to follow.
  - A Parental Permission Form for students to participate in each sport during the year. (Example: student plays football, basketball and baseball, there should be three (3) parental permission forms.)
  - An Academic Eligibility Form to ensure eligibility for students. This form will be signed by the Administrator for Co-curricular and Athletic Activities, Principal, and Guidance Counselor and sent to each coach and to the Assistant Superintendent.
  - A Coaches' Evaluation Form.
  - A Medical Emergency Procedures Form for an away event.
  - An Equipment Form for each athlete.

# JOB DESCRIPTION

## **PATERSON BOARD OF EDUCATION**

**DIRECTORS AND MANAGERS  
1692b DIRECTOR OF PHYSICAL  
EDUCATION, HEALTH, ATHLETICS  
AND NURSING  
Page 8 of 10**

- A Public Relations Form for – Cable/TV Radio, Newspapers Computer-Online Services Elementary Schools
  - A Game/Event Workers' Sign-Off Form for each event. List worker's name, job, times, dollar amount, event and date and have each employee sign-off.
  - A Weekly Grade Sheet for athletes to take to their teachers to check on their academic performance.
  - A District Roster Form.
  - A Fund-Raising Proposal Form to be signed by the Assistant Principal for Co-curricular and Athletic Activities, Building Principal, and Assistant Superintendent.
  - A Ticket Receipt Form for incoming money for each event.
  - An Expenditure Form for outgoing money for each transaction from ticket sales.
  - A Concession Incoming Revenue Form.
  - A Head Coaches' Evaluation Form.
  - A Coaches' Observation Form.
  - A Discipline Code for Athletes.
  - A Job Description for each coaching position in the Athletic Department.
  - A Job Description for the Athletic Trainer.
  - Related head Injury/concussion sign off form.
  - Related head injury/concussion training for coaches and school administrators.
55. Review and approve all postings for coaching positions.
56. Serve on the Coaches' Hiring Committee.
57. Assure that the Assistant Principal for Co-curricular and Athletic Activities provides for the proper administration and supervision of all athletic contests. This would include:
- Selling and taking of tickets – follow student activity account procedures.
  - Arranging for sufficient police/security coverage.
  - Arranging for medical and ambulance coverage.
  - Providing seating facilities for teams and spectators.
  - Providing necessary facilities for the visiting team.
  - Providing the necessary game equipment.
  - Setting up the facility for game time.
58. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and agencies associated with the school.



# JOB DESCRIPTION

## **PATERSON BOARD OF EDUCATION**

**DIRECTORS AND MANAGERS  
1692b DIRECTOR OF PHYSICAL  
EDUCATION, HEALTH, ATHLETICS  
AND NURSING  
Page 9 of 10**

59. Serve as a role model for students, dressing professionally, demonstrating good sportsmanship, the importance and relevance of learning, accepting responsibility, and pride in the education profession
60. Communicate with the Superintendent and with the principals regularly about the needs, successes, and general operation of the athletic programs. Recommend policies and procedures to promote a healthy and supportive climate for athletics.
61. Observe strictly to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
62. Perform any duties that are within the scope of employment and certifications, as assigned by the Superintendent and not otherwise prohibited by law or regulation.
63. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, and contractual obligations.

### **ENVIRONMENTAL DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

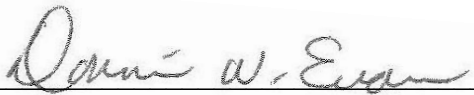
# JOB DESCRIPTION

## **PATERSON BOARD OF EDUCATION**

**DIRECTORS AND MANAGERS  
1692b DIRECTOR OF PHYSICAL  
EDUCATION, HEALTH, ATHLETICS  
AND NURSING  
Page 10 of 10**

### **EVALUATION:**

The Superintendent or cabinet level Designee shall evaluate the Director of Physical Education, Health, Athletics and Nursing in accordance with Policy No. 3223, Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.



**Approved**

07/01/2014

**Date**