

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

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3306 Supervisor of Athletics
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JOB TITLE: **ATHLETIC SUPERVISOR**

REPORTS TO: **Administrator for Co-Curricular and Athletic Activities**

SUPERVISES: Athletic Coaches, Athletic Trainers, athletic personnel

NATURE AND SCOPE OF JOB:

Assist the Administrator for Co-Curricular and Athletic Activities in providing leadership in the development, organization, implementation, coordination, and evaluation of the athletic programs. Achieving excellence requires that the Supervisor of Athletics 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 Athletic Supervisor shall:

1. Have a New Jersey Standard supervisor endorsement (N.J.S.A.18A:26-2.1 and N.J.A.C 6:11-9.3 and 9.6).
2. Hold a Master's Degree from an accredited college or university.
3. Hold and maintain a valid driver's license with no serious violations.
4. Hold and maintain current first aid certification and CPR certification.
5. Have excellent administrative and/or teaching experience and work with adolescents, including experience as an athletic coach.
6. Demonstrate excellent organizational skills and the ability to motivate people.
7. Have excellent integrity and demonstrate good moral character and initiative.
8. 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.
9. Demonstrate an understanding of the regulations regarding the operation of an athletic program.
10. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
11. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
12. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
13. 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.

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14. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. 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.
15. 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.
16. Pass the State required Montoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
17. 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 transcripts.
5. Employment interview.

EMPLOYMENT TERMS:

The Athletic Supervisor shall be employed under the following terms:

1. Work year of twelve months
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:

1. Assists in:
 - Scheduling athletic events
 - Prepare transportation time line Game preparation
 - Determine practice times and sites
 - Assist in budget preparation
 - Monitor equipment maintenance
 - Facilitate tournament management
 - Assist in fund raising efforts
 - Assist in coaches performance assessments
 - Assist in culminating seasonal sport activities

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2. Assist in explaining and promoting the athletic program to the principal, faculty, and student body and school patrons.
3. Performs any other duties as assigned by the Administrator for Co-Curricular and Athletic Activities.
4. Monitor failure rates of student athletes and promote a philosophy of academic achievement
5. Assist in the development and preparation of the annual athletic department budget. Prepare specifications for, secure and tabulate bids, on and make recommendations for the purchase of athletic equipment and supplies.
6. Work with coaches and principals in problems of discipline concerning athletics. Maintain a file of all athletic suspensions and expulsions from teams in regard to giving each athlete "due process".
7. Coordinate with the school physical education chairperson and coaches to set up facilities for all activities.
8. Responsible for improvement of facilities which shall be directed to the building principal and Administrator for Co-Curricular and Athletic Activities for consideration and referral at their discretion.
9. Coordinate the use of all school athletic facilities by groups outside the school with the respective building principal.
10. Act as a tournament manager for all league and tournament playoff activities that are assigned to your school.
11. Act as a liaison between coaches and the athletic boosters club.
12. Assist with and monitor the monthly calendar of school activities in conjunction with the principal, faculty and student body.
13. Provide information to the District Public Relations person.
14. Establish a working relationship with the elementary coaches.
15. Conduct oneself as a positive role model.
16. Assist Administrator for Co-Curricular and Athletic Activities and principal in hiring assistant coaches.
17. Train and inform staff, encourage professional growth by urging them to attend clinics and workshops.
18. Report all rule violations or suspected violations to the school Administrator for Co-Curricular and Athletic Activities.
19. Consult with the Administrator for Co-Curricular and Athletic Activities and principal, or his designee, in matters of purchasing equipment, scheduling, and coaching assignments.
20. Work to develop positive athlete-teacher relationships.
21. Turn in squad rosters as directed to the Administrator for Co-Curricular and Athletic Activities.
22. Be responsible for the collection of equipment and have athletic fines resolved by the end of the season.
23. Inspect locker room with the visiting coach before and after the contest.
24. Promote and encourage fair play, good sportsmanship, and ethical standards of conduct both on and off the field.

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25. Forewarn all participants that involvement in physical confrontation could result in removal from game and/or suspension from subsequent games.
26. Maintain a yearly inventory of all new and used equipment.
27. Work with athletic director in developing a yearly budget.
28. Work with the media to develop a positive relationship and utilize the District's Public Relations Specialist.
29. When giving post-game interviews, give credit to your coaches and players when warranted and to your opponent as well. Refrain from criticizing officials and never use profanity.

PHYSICAL DEMANDS:

The physical 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. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

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.

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EVALUATION:

Administrator for Co-curricular and Athletics shall evaluate the Athletic Supervisor in accordance with Policy Nos. 3221 or 3222; Regulation Nos. 3221 or 3222, this Job Description and such other criteria as shall be established by the Board of Education.


Approved


Date