

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

ATHLETICS
3307 Administrator for
Co-Curricular and Athletic Activities
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JOB TITLE: **ADMINISTRATOR FOR CO-CURRICULAR AND ATHLETIC
ACTIVITIES**

REPORTS TO: **Reports to the Assistant Superintendant of Schools**

SUPERVISES: **Athletic Coaches and Athletic Trainers and other athletic personnel**

NATURE AND SCOPE OF JOB:

Provide leadership in the development, organization, implementation, coordination, and evaluation of the athletic programs. Achieving excellence requires that the Administrator for Co-curricular and Athletic Activities 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 Administrator for Co-Curricular and Athletic Activities 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).
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.

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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.
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 Administrator for Co-curricular and Athletic Activities 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:

The Administrator for Co-curricular and Athletic Activities shall:

1. Maintain complete athletic records for all sports.
2. Check the eligibility of all athletes.
3. Plan and arrange for pep rallies and award assemblies.
4. Be responsible for publicity and press releases concerning athletics and co-curricular activities.
5. Assume leadership in the development of the Varsity, Junior Varsity and Freshman programs.

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6. Attend all home games, meets and contests and attend away games when possible, or appoint a representative to act in behalf of the Administrator for Co-curricular and Athletic Activities.
7. Maintain a thorough knowledge of the N.J.S.I.A.A. rules and regulations.
8. Represent the school at athletic meetings when assigned.
9. Prepare a budget each year to cover the required expenditures necessary to conduct the total interscholastic athletic program and extra curricular activities.
10. Keep on file a complete financial record of receipts and expenditures.
11. Be responsible for submitting a requisition for all athletic equipment and supplies.
12. Check that all athletes are properly covered by medical insurance.
13. Develop a 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.
 - 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 Administrator 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, school administrators.

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14. Develop and supervise a tutoring program to assess students in maintaining their eligibility. Hold coaches responsible for following the district policy on eligibility and academic tutoring.
15. Represent the school district as Tournament Manager for all league, district and state events that are assigned to the school district.
16. Supervise the Athletic Trainer, Athletic Supervisor
17. Ensure equity in athletics.
18. Supervises coaching staff of Extracurricular and Co-curricular activities.
19. Plan athletic banquet.
20. Supervise concessions at athletic events.
21. Assist student athletics as an advisor and assist them in finding colleges, scholarships, and college applications.
22. Promote the athletic program.
23. Approve and coordinate fund raising.
24. Address Title IX Regulations and compliance.
25. Monitor the Athletic Treasurer at the building site.
26. Enforce the Board of Education approved Athletic Policy.
27. Keep an inventory of all athletic equipment and supplies.
28. Be responsible for the care, maintenance and storage of all athletic equipment.
29. Attend professional meetings with the members of the Athletic Department.
30. Arrange for all athletes to have medical examinations.
31. Approve all recommendations for athletic awards.
32. Recommend the best qualified teacher available for coaching positions.
33. Maintain a coach's end of season report which will include:
 - Scores of every contest held.
 - Follow student activity account procedures
 - Records (school, district, state, league) established by the team or individual participant.
 - Honor and award winners.
 - Individual participation summaries.
 - Recommendations for next season.
 - Annual inventory at the end of the season and prior to ordering for the next season.
 - Budget requests from each coach.
 - Eligibility lists – kept up-to-date for all individual and team participants.
 - Letter winners and awards.
34. Post available coaching positions.
35. Provide in-service training for Coaches.
36. Create a Coaches' Hiring Committee.
37. Review athletic sports and move coaches from one sport to another depending on the number of student athletes involved in the sport.

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38. Arrange schedules for all athletic contests and file contracts in the Administrator for Co-curricular and Athletic Activities' office.
39. Arrange transportation for all athletic teams.
40. Contract officials for all home games. There should be on file a written contract with each official assigned to work at the school for an athletic event.
41. Provide 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.
42. Secure workers for all athletic events.
43. Secure facilities needed for all athletic events.
44. Arrange for pre-game and half-time programs at athletic events.
45. Develop game programs for all sports.
46. Develop and print athletic event schedules.
47. Assign van driver for Athletic and Extra Curricular Programs as necessary.
48. 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.
49. Regularly inspect all department facilities and grounds to ensure compliance with all applicable codes and regulations.
50. Establish a professional rapport with students and with staff that earns their respect. Maintain visibility with students, staff, parents, and the community, attending practices and events regularly.
51. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and agencies associated with the school.
52. 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
53. 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.
54. Keep the staff informed and seek ideas for the improvement of the department. Conduct meetings as necessary for the proper functioning of the instructional and athletic programs.

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55. 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.
56. Use excellent written and oral English skills when communicating with students, parents, and colleagues.
57. Complete in a timely fashion all records and reports as required by law and regulation or requested by the Superintendent. Answer correspondence promptly.
58. 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.
59. 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.
60. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
61. Represent the school and district at community, State, athletic league, N.J.S.I.A.A., and professional meetings.
62. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
63. Summarize, interpret, and disseminate current developments in comprehensive health education, physical education, Athletics, and Student Activities through reading of professional journals, participation in professional development, and involvement in professional organizations.
64. Maintain in working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities.
65. 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.
66. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
67. 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.
68. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, and contractual obligations.

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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.

EVALUATION:

The Principal shall evaluate the Administrator for Co-Curricular and Athletic Activity 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

8/11/11
Date