DIRECTOR OF ATHLETICS

Qualifications:

- NJ Supervisor Endorsement
- NJ Instructional Endorsement
- Minimum of five (5) years of experience as a New Jersey public school district classroom teacher or administrator.
- Demonstrated leadership skills in the areas of curriculum development, program evaluation, staff development, and school improvement.
- Demonstrated leadership in the organization and administration of a district-level athletic program.
- Required criminal history check and proof of U.S. citizenship or resident alien status.

Primary Function:

To provide leadership, vision, and managerial oversight to the athletics program district wide.

Direct Report:

High School Principal

Specific Duties and Responsibilities:

- Responsible for scheduling, organizing, and supervising interscholastic and intra mural athletic activities. Maintains requisite records for the Athletic Program.
- Responsible for supervision, hiring and seasonal evaluation of coaches and athletic staff in conjunction with the Principal.
- Responsible for written head coach evaluations and detailed end of season statistical summaries
- Evaluates athletic administrative assistant
- Organize, with the SO advisor, seasonal pep rallies
- Provides clear and regular communication of information regarding athletics to students, teachers, coaches, administration and the community.
- Responsible for reviewing and modifying the Athletic Program.
- Responsible for the school's compliance with the policies of the Board of Education, the by-laws of the NJ State Interscholastic Athletic Association, and to administer the rules for eligibility and participation in athletics in accordance with NJSIAA and Conference standards.
- Attends County and League Athletic meetings as well as Tenafly Public Schools athletic functions.
- Be a liaison for the Tenafly Recreation, including attending occasional board meetings as needed.
- Arrange annual training, including, but not limited to HIB, sexual harassment, and crisis management training for all coaches to promote a safe and healthy climate for all student athletes. Turnkey this training with a program for players including reviewing the district code of conduct.
- Arrange for school physician or designated medical professional to be in attendance at all home football games and any other sporting events where medical services on the premises are deemed necessary.
- Supervise the handling of all funds including collecting, depositing and accounting of all home game ticket sales.
- Oversee the operation of the athletic program within the district budget.
- Oversee the cleaning, storage, refurbishment and care of all athletic equipment.
- Maintain and prepare inventories and establish procedures for the security of all athletic equipment.
- Coordinates field maintenance needs with the Director of Facilities.
- Conduct teacher observations and evaluations as assigned.
- Perform, as assigned by the Superintendent or his/her designee, additional or alternate duties which are within the scope of employment and certification.

Terms of Employment:
12 months, salary and benefits as determined by the Board.

Evaluation:
The Director of Athletics and Supervisor of Student Activities will be evaluated by the HS Principal in accordance with district policy

Board Approved:
March 15, 2010

Revised:
Revised March 18, 2024; Revised April 28, 2025; Revised December 15, 2025