Tenafly PUBLIC SCHOOLS

SEASONAL SITE SUPERVISOR

Qualifications:

- Valid New Jersey Instructional Certificate or eligibility (Substitute certificate may be allowed with permission of Superintendent of Schools.)
- Demonstrated knowledge of the particular activity and related experience as determined by the board
- Ability to foster and sustain students' interest in the activity and promote skill development
- Strong interpersonal and communication skills
- Required criminal history background check and proof of U.S. citizenship

Primary Function:

Assist the Athletic Office in the construction, administration and personnel allocation of a seasonal site supervision schedule.

Direct Report:

Director of Athletics

Specific Duties and Responsibilities:

- Support the Board of Education and administration's philosophy, goals, and objectives for the district, its schools, and its departments.
- Ensure the safety of the students, staff and participants and maintain responsibility for the security of equipment and facilities.
- Evaluate the program annually and make recommendations for improvements as necessary.
- Obtain CPR and epi-pen training and agree to serve as a "voluntary" delegate for students participating in the extra-curricular activity.
- Attend coordination meetings for all extra-curricular advisors with building administrators and participate in club fairs and recruitment/advertisement sessions for students and parents.
- Serve along with Athletic Director as Site Security for a designated number of home/away athletic events.
- Serve as the Primary site supervisor for home and/or away athletic events when the Athletic Director is unable to be in attendance or is at a conflicting event.
- Assist with paperwork related to payrolls and vouchers.
- With the administration, be responsible for the needs and safety of the visiting team, officials and spectators.
- Oversee the duties of game personnel: announcers, scorers, security guards, ticket takers.
- Acquire a working knowledge of the New Jersey State Interscholastic Athletic Association rules and regulations regarding site security & administration.
- Assist in logistics related to running on-site tournaments.
- Perform other duties assigned by the Superintendent of Schools or designee, or required by law, code, regulation, and/or Board policy.

Terms of Employment:

Salary and work year to be determined by the Board of Education.

Evaluation:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of extracurricular staff.

Board Approved:

July 25, 2022/Resolution #P-10

Revised: