

**LONG HILL TOWNSHIP PUBLIC SCHOOLS
ATHLETIC DIRECTOR JOB DESCRIPTION**

TITLE: Athletic Director

QUALIFICATIONS:

1. Valid New Jersey Supervisor Certificate or applicable experience. Teaching Certificate required as a minimum.
2. Understanding of interscholastic sports program components including scheduling, officials, transportation, physical examination requirements, ordering of uniforms and supplies
3. Strong leadership and organizational skills
4. Ability to communicate effectively with coaches, officials, parents and student athletes
5. Ability to maintain a positive learning environment and high standards of conduct for athletes
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Building Principal

SUPERVISES: Coaches

JOB GOAL : To provide leadership in the development, implementation and coordination of the district's athletic program in order to provide students with the opportunity to develop physical skills, knowledge and understanding of sports and the principles of fair play.

PERFORMANCE RESPONSIBILITIES:

1. Organizes and administers the district's program of extracurricular athletics and assumes responsibility for the scheduling of all interscholastic athletic events.
2. Enforces discipline, positive behavior and good sportsmanship at all times and recommends penalties for breach of such standards by individual students.
3. Provides leadership in the selection, assignment and evaluation of athletic coaches.
4. Develops and organizes schedules and procedures that permit all athletic team candidates to participate equally in tryouts.
5. Assumes responsibility for the scheduling of game officials.
6. Assumes responsibility for ensuring that all coaches are aware of district emergency medical procedures for all practice sessions and competitive events.

7. Arranges for the transportation for student athletic competitions.
8. Develops and implements appropriate rules and regulations governing the conduct of athletic activities and ensures compliance with the rules promulgated by the NJSIAA.
9. Verifies each athlete's eligibility according to established physical and academic requirements of eligibility for participation in each sport and obtains written parent/guardian permission for students to participate.
10. Prepares and administers the pay-to-play program budget in cooperation with the School Business Administrator and Building Principal. Prepares all requisitions for supplies and equipment.
11. Arranges field and gym practice schedules on an equitable basis, to be approved by the building principal.
12. Cancels or postpones athletic events due to weather or other special conditions in consultation with the administration.
13. Supervises the care, maintenance and storage of all athletic equipment and supplies used in the interscholastic athletic program and maintains a current inventory.
14. Works in cooperation with the school nurse relative to the medical clearance of students to participate in athletics.
15. Promotes good school-community relations and support through effective communication regarding the school's athletic program.
16. Upholds and enforces school rules, administrative regulations and board policy.
17. Works cooperatively with the business administrator, principals and grounds maintenance supervisor in the development of recommendations for work to be done on the athletic facilities.
18. Performs other duties which may be within the scope of his/her employment and certification as may be assigned.
19. Attends all meetings of the Central Middle School S.P.O.R.T. organization.

TERMS OF

EMPLOYMENT: This position is an annual appointment. The annual stipend shall be determined by the Board of Education and funded through pay-to-play fees.

EVALUATION: Performance of this job will be evaluated annually by the Building Principal.

Reviewed and readopted: June 11, 2012

Approved: July 19, 2010

Legal References:

<u>N.J.S.A.</u> 5:17-1	Athletic code of conduct, permitted, youth sports events defined
<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment
<u>N.J.S.A.</u> 18A:6-10	Dismissal and reduction in compensation of persons under tenure in public school system
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:25-2	Authority over pupils
<u>N.J.S.A.</u> 18A:26-1	Citizenship of teachers, etc.
<u>N.J.S.A.</u> 18A:26-1.1	Residence requirement prohibited
<u>N.J.S.A.</u> 18A:26-2	Certificates required; exception
<u>N.J.S.A.</u> 18A:26-2.1	Supervisory certificate required for appointment as director of athletics
<u>N.J.S.A.</u> 18A:27	Employment and contracts
<u>N.J.S.A.</u> 18A:28-3	No tenure for noncitizens
<u>N.J.S.A.</u> 18A:28-5	Tenure for teaching staff members
<u>N.J.S.A.</u> 18A:28-8	Notice of intention to resign required
<u>N.J.A.C.</u> 6A:7	Managing equality and equity in education
<u>N.J.A.C.</u> 6A:9	Professional licensure and standards
See particularly:	
<u>N.J.A.C.</u> 6A:9-3	Professional standards for teachers and school leaders
<u>N.J.A.C.</u> 6A:9-5	General certification policies
<u>N.J.A.C.</u> 6A:9-8	Requirements for instructional certificate
<u>N.J.A.C.</u> 6A:9-9	Instructional certificates
<u>N.J.A.C.</u> 6A:9-12.3	Authorization
<u>N.J.A.C.</u> 6A:9-12.6	Supervisor
<u>N.J.A.C.</u> 6A:9-14	Acting administrators
<u>N.J.A.C.</u> 6A:9-15	Required professional development for teachers
<u>N.J.A.C.</u> 6A:9-16	Required professional development for school leaders
<u>N.J.A.C.</u> 6A:16	Programs to support student development
<u>N.J.A.C.</u> 6A:32-4	Employment of teaching staff
<u>N.J.A.C.</u> 6A:32-4.4	Evaluation of tenured teaching staff members
<u>N.J.A.C.</u> 6A:32-4-5	Evaluation of non-tenured teaching staff members
<u>N.J.A.C.</u> 6A:32-5.1	Standards for determining seniority
<u>N.J.A.C.</u> 6A:32-6	School employee physical examinations
<u>N.J.A.C.</u> 6A:32-9	Athletic Procedures