



## ATHLETIC DIRECTOR

- Qualifications:**
1. Valid New Jersey Supervisor Certificate.
  2. Minimum experience as determined by the board.
  3. Demonstrated leadership in the organization and administration of a district-level athletic program.
  3. Ability to maintain a positive learning environment and high standards of conduct for athletes.
  5. Required criminal history background check and proof of U. S. citizenship or legal resident alien status.

**Reports To:** Superintendent

**Supervises:** Coaches, Athletic Trainers

**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 for fair play.

### **Performance Responsibilities:**

1. Organize and administers the district's program of extracurricular athletics and assumes responsibility for the scheduling of all intramural and interscholastic athletic events.
2. Provide leadership in the selection, assignment and evaluation of athletic coaches and trainers.
3. Assume responsibility for the proper supervision of home games and the availability of game officials, team physicians and security personnel.
4. Assume responsibility for compliance with board-adopted emergency medical procedures for all practice sessions and competitive events.
5. Arrange for transportation for athletic competitions.
6. Develop and implement appropriate rules and regulations governing the conduct of athletic activities and ensures compliance with the rules promulgated by the NJSIAA.

7. Verify each athlete's eligibility according to established physical and academic requirements of eligibility for participation in each sport and obtains written parent permission for students to participate.
8. Prepare and administer the athletic program budget and requisitions program supplies and equipment.
9. Supervise all ticket sales and fundraising events of the athletic program and assumes responsibility for proper handling of funds.
10. Arrange field and gym practice schedules.
11. Supervise the care, maintenance and storage of all athletic equipment and supplies and maintains a current inventory.
12. Arrange for the physical examination of all athletes prior to each season.
13. Maintain records of athletic contests and award winners and plans and supervises an annual recognition program for athletes.
14. Promote good school-community relations and support through effective communication regarding the district's athletic program.
15. Uphold and enforce school rules, administrative regulations and board policy.
16. Perform other duties which may be within the scope of his/her employment and certification as may be assigned.

**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 provisions of the board's policy on the evaluation of certificated staff.

**APPROVED:** Board of Education