

SUPERVISOR OF ATHLETICS AND STUDENT SERVICES

- Qualifications:**
1. Valid New Jersey Supervisor, School Administrator or Principal Certificate.
 2. Experience as a coach or supervising athletic activities/events; Head coaching experience preferred.
 3. Knowledge of NJSIAA rules and regulations.
 4. Demonstrate a high level of energy, enthusiasm, loyalty, and commitment.
 5. Ability to communicate with teachers, students, parents, coaches, athletes, administrators, and the community.
 6. Demonstrate leadership in school improvement, program development and curriculum integration.
 7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
 8. Pass a physical examination in accordance with statute and board policy.

Reports To: Principal/Superintendent

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. Provide leadership in the area of school improvement, program development and student discipline.

Performance Responsibilities:

1. Assist the principal in duties related to instruction, supervision, evaluation and the overall administration of the school. Supervise teachers and departments as assigned by the principal. Conduct classroom observations and provides supervision/evaluation of teachers and non-certified staff.
2. Requisition supplies, textbooks and equipment, conduct inventories, maintain records, and review receipts and purchase orders for such material as required by department or athletic program.
3. Schedule and organize departmental meetings (as assigned) in order to effect horizontal and vertical continuity and articulation of the instructional program of the schools.
4. Work with principal and teachers in developing the curriculum, and assist in the formulation of a philosophy and objectives for the instructional plan for assigned areas.

5. Assist in the conducting of safety inspections and safety drill practice activities. Assist in sponsoring activities that promote student health and safety.
6. Assist the principal in coordinating transportation, custodial, cafeteria and other support services.
7. Supervise the reporting and monitoring of student attendance, and work with the attendance officer for investigative follow-up actions.
8. Assist in maintaining high standards of student conduct and enforcing discipline policies. Assist in preparation of required reports of violence, vandalism, substance abuse, and possession of firearms.
9. Make recommendations to the principal and superintendent for changes in policies, personnel practices and other such matters that may result in a more effective school administration.
10. Assist in the recruitment, screening, hiring, training and assigning of instructional personnel.
11. Insure that all athletes meet eligibility and medical and parental permission requirements prior to the beginning of the respective athletic seasons.
12. Verify weekly athletic schedules, transportation schedules, and official assignments. Reschedules postponed contests.
13. Coordinate the use of school facilities as needed for athletic events.
14. Oversee budgeting and requisition processing for athletic equipment and supplies, with the assistance of the head coaches. Maintain accurate budget records.
15. Oversee the receiving, inventorying, and storing of equipment as it applies to the athletic program.
16. Assist head coaches in distribution and collection of uniforms and equipment. Work with coaches to ensure the safety, security, and cleanliness of equipment storage rooms.
17. Assists with the administration of athletic awards programs.
18. Maintain complete athletic records for all sports with the assistance of the head coaches.
19. Maintain a thorough and working knowledge of the NJSIAA rules and regulations.
20. Acts as site manager for athletic events.

Terms of Employment: Twelve months per year. Salary to be determined by the board of education negotiation process.

Evaluation: Performance of these functions will be evaluated annually in accordance with state law and the provisions of the board's policy on the evaluation of certificated personnel.

APPROVED: Board of Education