

**CLIFFSIDE PARK SCHOOL DISTRICT  
JOB DESCRIPTION – 11/28/2007**

**TITLE:** Assistant Principal in Charge of Athletics

**QUALIFICATIONS:** New Jersey Principal Certificate

**REPORTS TO:** Superintendent

**TERMS:** 12 Months

**RESPONSIBILITIES INCLUDE:**

1. Being responsible to the Superintendent for all matters involving interscholastic athletics.
2. Representing his or her school at all meetings, contest, and other activities related to athletics.
3. Arranging schedules for all interscholastic athletic contests and contracts for all home game officials.
4. Arranging transportation for all athletic teams (Grades 7-12) and other related groups directly concerned with the event such as band and cheerleaders.
5. Keeping an inventory of all athletic equipment and supplies; these records should be updated at the end of each sport season and a detailed up-to-date list must be submitted to the Superintendent at the end of each school year.
6. Preparing a budget each year to cover required expenditures for the interscholastic athletic programs (Grades 7-12).
7. Reviewing and submitting approved requisitions to the Superintendent for all athletic equipment and supplies.
8. Directing the duties of the secretary assigned to athletic office.
9. Maintaining complete athletic records for all sports.
10. Advising the High School Principal concerning eligibility of all athletes, working in cooperation with the Director of Guidance to determine eligibility of students.
11. Being responsible for the maintenance and storage of athletic equipment and supplies.
12. Planning and arranging for pep rallies and awards assemblies, and/or dinners when necessary.
13. Working cooperatively with the district personnel in issuing press releases regarding interscholastic athletics.
14. Arranging for all athletics to have necessary medical examinations and insurance coverage, and see that injuries are promptly reported to the nurse and that accurate and prompt accident reports are recorded.
15. Review and approve all recommendations for athletic awards.

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16. Provide for the proper supervision and administration of all athletic contests including, but not limited to the following:
  - a. Sufficient policies, medical and ambulance coverage.
  - b. Tickets and seating arrangements.
  - c. Facilities for visiting teams.
  - d. Necessary game equipment.
17. Participating whenever possible in the recruitment and selection of members of the coaching staff.
18. Have a thorough knowledge of the Constitution, By-Laws, and Rules and Regulations of the New Jersey State Interscholastic Athletic Association.
19. Advise the Superintendent and Principals of all new regulations that may immediately or in the future affect the program.
20. Being responsible for all Affirmative Action regulations regarding athletics.
21. Assume a leadership role in stimulating cooperation among members of the coaching staff and between coaches and other members of the entire school district.
22. Maintaining athletic facilities and playing fields in proper order during playing season.
23. See that awards are made to deserving students according to Board Policy.
24. Being responsible for the periodic determination as to the interests and needs of students in regard to athletics, and make recommendations for meeting these needs.
25. Assuming a leadership role in fostering sportsmanlike behavior among spectators and students.
26. Assuming all other duties and responsibilities necessary for the effective implementation of the interscholastic athletic program as determined by the Superintendent and Principal. Overseeing the daily duties of the athletic trainer.
27. Performing the following duties during the summer months:
  - a. Supervise pick-up of uniforms and equipment by Reconditioning Company.
  - b. Collect, organize and store all other equipment.
  - c. Receive mailing on a regular basis.
  - d. Finalize schedules with League and County prior to printing.
  - e. Confirm officials.
  - f. Perform site inspections, especially storage areas which require constant reorganizing.
  - g. Supervise maintenance of all Athletic related areas as follows: weight room, gym, fields, storage areas, offices, locker rooms and trophy cases.
  - h. Meet with coaches and athletes. Interview prospective coaches.
  - i. Meet with league and County Directors of Athletics.
  - j. Review eligibility and physical exams for Fall Sport Athletes.
  - k. Conduct Athlete-Parent Orientation.
  - l. Conduct Parent-Coach Meetings.
  - m. Supervise summer pre-season programs.
  - n. Supervise start of Fall athletic season.
  - o. Receive and issue uniforms and equipment when delivered by vendors and reconditioning company.