

TITLE: ATHLETIC DIRECTOR

- QUALIFICATIONS:**
1. New Jersey Teaching Certificate
 2. New Jersey Supervisor Certificate, New Jersey Principal Certificate Preferred.
 - 3 A minimum of five years successful teaching experience in public education.
 4. A minimum of five years coaching experience in public schools.
 5. Extensive knowledge of NJ state laws, as well as, rules and regulations relevant to NJ high school/middle school interscholastic athletics.
 6. Strong skill set in human relations, communications, problem solving and organization.
 7. Such alternatives to the above that the Board of Education finds to be appropriate and acceptable

REPORTS TO: Superintendent of Schools

TERMS: 12 months
May include 0 to 2 classes.

RESPONSIBILITIES INCLUDE:

1. Being responsible to the Superintendent for all matters involving interscholastic athletics.
2. Representing his or her school at all meetings, contests, and other activities related to athletics.
3. Holding professional meetings with athletic coaches.
4. Arranging schedules for all interscholastic athletic contests and contracts for all home game officials.
5. Arranging transportation for all athletic teams and other related groups directly concerned with the event such as band and cheerleaders.
6. 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.
7. Preparing a budget each year to cover required expenditures for the interscholastic athletic program.
8. Reviewing and submitting approved requisitions to the Principal for all athletic equipment and supplies.
9. Directing the duties of the secretary assigned to the Athletic Director's office.
10. Maintaining complete athletic records for all sports.

11. Advising and working with the building principal concerning eligibility of all athletes. The Athletic Director should work in cooperation with the guidance department to determine eligibility of students.
12. Being responsible for the maintenance and storage of athletic equipment and supplies.
13. Planning and arranging for pep rallies and awards assemblies if necessary.
14. Working cooperatively with the district personnel in issuing press releases regarding interscholastic athletics.
15. 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.
16. Review and approve all recommendations for athletic awards.
17. Provide for the proper supervision and administration of all athletic contests including, but not limited to, the following:
 - a. Sufficient police, medical and ambulance coverage.
 - b. Tickets and seating arrangements.
 - c. Facilities for visiting teams.
 - d. Necessary game equipment.
18. Participating and recommending whenever possible in the recruitment and selection of members of the coaching staff.
19. Have a thorough knowledge of all rules and regulations related to New Jersey Athletic Code.
20. Advise the Superintendent and Principal of all new regulations that may immediately or in the future affect program.
21. Being responsible for all Affirmative Action regulations regarding athletics.
22. Assume a leadership role in stimulating cooperation among members of the coaching staff and between coaches and other members of the entire school staff.
23. Maintaining athletic facilities and playing fields in proper order during the playing season.
24. Planning of all award dinners and activities.
25. 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.
26. Assuming a leadership role in fostering sportsmanlike behavior among spectators and students.
27. Assuming all other duties and responsibilities necessary for the effective implementation of the interscholastic athletic program as determined by the Superintendent.