

# HIGH SCHOOL

---

**TITLE:** DIRECTOR OF ATHLETICS

**REPORTS TO:** High School Principal

**QUALIFICATIONS:**

1. Hold permanent New Jersey Teacher's and Supervisor's certificates
2. Experience as a coach in one or more sports

**SUPERVISES:** Coaches, advisors, students within the department, Athletic Coordinator at Intermediate School.

**JOB GOAL:** Creates a competitive area for the student body and maintains a total educational environment for all students.

## **PERFORMANCE RESPONSIBILITIES:**

### **1- ADMINISTRATIVE DUTIES:**

1. Follows all policies, regulations and procedures developed by the Board of Education, the Superintendent of Schools, and the Building Principal.
2. Responsible, directly to the building Principal, for all matters involving interscholastic and intramural athletics.
3. Represents his/her school at athletic meetings when assigned and, when asked, represent his/her school at any event.
4. Prepares a budget each year to cover the required expenditures.
5. Responsible for submitting requisitions for all athletic supplies.
6. Keeps all athletic financial records.
7. Keeps all athletic equipment inventories.
8. Holds all professional meetings within the Athletic Departments.
9. Arranges all athletic schedules and contracts.
10. Contracts for all home game officials and their payment.
11. Maintains all athletic game and individual records.
12. Checks the eligibility of all athletes.
13. Responsible for the care, maintenance, and storage of all athletic equipment.
14. Plans and arranges for pep rallies and award programs.
15. Responsible for publicity and press releases concerning athletics.
16. Assumes leadership in the development of the varsity, junior varsity, freshman or Intermediate School programs.
17. Attends all home events or has someone designated to represent the school at all home events. Accordingly, maintains a flexible schedule in order to do so.
18. Arranges for all athletic medical examinations and proper insurance coverage.
19. Approves or establishes a system for the awarding of athletic awards (letters, etc.)
20. Provides administration and supervision for:
  - a. selling and collecting of tickets
  - b. arranging for adequate police coverage
  - c. arranging for proper medical coverage
  - d. provides facilities for visiting teams
  - e. provides all necessary game equipment.
21. Recommends qualified personnel to the Principal for coaching positions.
22. Has a thorough knowledge of the New Jersey School Interscholastic Athletic Association (NJSIAA) rules and regulations.

### **2- SUPERVISORY DUTIES:**

1. Evaluates coaches and/or advisors in performance of their duties.
2. Provides for the orientation of new coaches and/or advisors
3. Assists all coaches in organization and development
4. Replaces any coach when necessary
5. All duties assigned by the Principals of the building.
6. Distributes all information, from all sources, to all members of the athletic department.
7. Evaluates all members of the athletic departments according to procedures established by the Board of Education.
8. Establishes all policies and programs to govern all athletic teams at games away from their home site.

### **3- DIRECTOR'S RESPONSIBILITIES:**

1. Oversees all Interscholastic athletic events, extra-curricular athletic events involving school facilities.
2. Evaluates all coaches and Athletic Coordinator at Intermediate School.
3. Schedules athletic and related events.

4. Schedules all officials, police, attendants, medical personnel and assistants at athletic events.
5. Arranges for all transportation.
6. Reviews eligibility, medical examinations, records, finances, awards, and recognition of programs.
7. Ensures compliance with rules and regulations established by the Board of Education, Superintendent of Schools, and/or the building Principal.
8. Evaluates all head coaches and/or advisors.

**TERMS OF EMPLOYMENT:** This job description shall be subject to and consistent with the terms and conditions of employment set forth in the Collective Bargaining Agreement between the Wall Township Administrative and Supervisory Council (WTASC) and the Wall Township Board of Education.

**EVALUATION:** Annual in accordance with Board policy and New Jersey Administrative Code

**APPROVED:** August 3, 2004

**REVISED:** May 19, 2015