

Job Description

BOARD OF EDUCATION DENVERVILLE

TITLE: DIRECTOR INTERSCHOLASTIC SPORTS

QUALIFICATIONS:

- 1. Valid New Jersey Certificate**
- 2. Minimum experience as determined by the board**
- 3. Demonstrated leadership in the organization and administration of a district-level athletic program**
- 4. 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: Principal

SUPERVISES: Athletic Extra-Curricular Advisors under the direction of the Principal

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 of fair play.

PERFORMANCE RESPONSIBILITIES:

- 1. Organizes and administers the district's program of extracurricular athletics and assumes responsibility for the scheduling of all intramural and interscholastic athletic events.**
- 2. Provides leadership in the selection, assignment, and evaluation of athletic coaches and trainers.**
- 3. Assumes responsibility for the proper supervision of home games and the availability of game officials, team physicians and security personnel.**
- 4. Assumes responsibility for compliance with board-adopted emergency medical procedures for all practice sessions and competitive events.**

5. Arranges for the transportation for athletic competitions.
6. Develops and implements appropriate rules and regulations governing the conduct of athletic activities and ensures compliance with the rules promulgated by the NJSIAA.
7. Verifies 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. Prepares and administers 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. Arranges field and gym practice schedules.
11. Supervises the care, maintenance and storage of all athletic equipment and supplies and maintains a current inventory.
12. Assures all physical examinations of all athletes have been completed prior to each season.
13. Maintains records of athletic contests and award winners and plans and supervises an annual recognition program for athletes.
14. Promotes good school-community relations and support through effective communication regarding the district's athletic program.
15. Upholds and enforces school rules, administrative regulations and board policy.
16. Performs 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 state law and the provisions of the board's policy on evaluation of certified staff.

APPROVED: June 1, 2009