

Mountain Lakes Public School District
400 Boulevard
Mountain Lakes, New Jersey 07046

Job Description

TITLE: ATHLETIC DIRECTOR

QUALIFICATIONS:

1. Valid New Jersey Supervisor 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: High School Principal/Superintendent

SUPERVISES: Coaches, Athletic Trainers

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.

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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. Supervises 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. Arranges for the physical examination of all athletes 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.

Legal References:

<u>N.J.S.A. 5:17-1</u>	Athletic code of conduct, permitted, youth sports events defined
<u>N.J.S.A. 18A:6-7.1</u>	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment
<u>N.J.S.A. 18A:6-10</u>	Dismissal and reduction in compensation of persons under tenure in public school system
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:25-2</u>	Authority over pupils
<u>N.J.S.A. 18A:26-1</u>	Citizenship of teachers, etc.
<u>N.J.S.A. 18A:26-1.1</u>	Residence requirement prohibited
<u>N.J.S.A. 18A:26-2</u>	Certificates required; exception
<u>N.J.S.A. 18A:26-2.1</u>	Supervisory certificate required for appointment as director of athletics
<u>N.J.S.A. 18A:27</u>	Employment and contracts
<u>N.J.S.A. 18A:28-3</u>	No tenure for noncitizens
<u>N.J.S.A. 18A:28-5</u>	Tenure of teaching staff members
<u>N.J.S.A. 18A:28-8</u>	Notice of intention to resign required
<u>N.J.A.C. 6:3-4.1</u>	Supervision of instruction; observation and evaluation of nontenured teaching staff members
<u>N.J.A.C. 6:3-4.3</u>	Evaluation of tenured teaching staff members
<u>N.J.A.C. 6:3-4A.4</u>	Requirements of physical examinations
<u>N.J.A.C. 6:3-6-5.1</u>	Standards for determining seniority
<u>N.J.A.C. 6:3-8</u>	Athletics procedures
<u>N.J.A.C. 6:8</u>	Thorough and efficient system of free public schools
<u>N.J.A.C. 6:11-3.1</u>	Certificate required
<u>N.J.A.C. 6:11-3.9</u>	Oath of allegiance required
<u>N.J.A.C. 6:11-3.10</u>	Citizenship required
<u>N.J.A.C. 6:11-5.1</u>	Requirements for instructional certificate
<u>N.J.A.C. 6:11-6.1</u>	Endorsements on the instructional certificate
<u>N.J.A.C. 6:11-9.6</u>	Supervision
<u>N.J.A.C. 6A:7</u>	Managing equality and equity in education
<u>N.J.A.C. 6A-16</u>	Programs to support student development

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.