

HILLSIDE PUBLIC SCHOOLS

JOB DESCRIPTION

TITLE: Athletic Director

LOCATION: Hillside Public Schools

QUALIFICATIONS:

1. A valid Supervisor's Certificate.
2. Certification in Health and Physical Education.
3. At least four (4) years successful experience as a classroom teacher.

JOB GOALS: The Athletics Director shall report directly to the high school/middle school principal and work in conjunction with the building administrators.

The physical education department in the Hillside Public Schools shall include the teaching of physical training, athletic training, health, safety, and all athletics and sports for the boys and girls. As supervisor of the department, the athletics director shall have, but not be limited to, the following responsibilities and duties:

REPORTS TO: High School/Middle School Principal and the Director of Secondary Education.

PERFORMANCE RESPONSIBILITIES:

1. Assume all responsibilities as the supervisor of physical education K-12.
2. In conjunction with the district principals, evaluate members of the physical education department, athletic coaches and trainers.
3. Interview and recommend candidates for vacancies.
4. Coordinate mandatory regulation training for coaches per NJSIAA
5. Plan and develop all schedules in competitive sports in conjunction with the coaches, said schedules to be signed by the principal before being submitted to the superintendent. Update High schools /Middle school schedules on a daily basis.
6. Determine whether interscholastic games are to be played when unfavorable conditions prevail.
7. Be responsible for the supervision of dressing rooms, showers, and sanitary equipment used by teams.
8. Arrange for student medical examinations and follow up on them as needed.
9. In case of injury of athletic program participants, make provision for first aid, and medical attention and follow up as needed.
10. In case of student injury, file a report with the nurse, and superintendent of schools. Supervise the athletic trainer, review his/her reports of student injury, and ensure that reports are filed with the nurse and superintendent of schools.

11. Be responsible for condition of the athletic areas of the high school buildings and playing fields.
12. Be responsible for the transportation of all students participating in physical education events, with approval of the principal.
13. Engage game officials in consultation with the coaches.
14. Recommend to the principal, the appointment of coaches to the Superintendent.
15. Represent the schools at physical education meetings or athletic meetings and submit written reports of such meetings to the superintendent.
16. Approve routine releases to the press concerning athletic events.
17. Be responsible for the requisitions of all physical education equipment subject to the principal's approval before submitting such requisitions to the superintendent.
18. Be responsible for the administration of all physical education supplies, and equipment.
19. Coordinate the physical education curriculum, the physical education program 7-12, and the intramural program.
20. Schedule departmental meetings and initiate in-service programs for the purpose of improving the physical education program.
21. Manage a petty cash fund to be charged against the receipts from athletic contests. An itemized accounting shall be given to the treasurer at the end of each month.
22. Assume such other duties as may be requested by the building principal, director of instruction or superintendent.
23. 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.
24. Develops and implements appropriate rules and regulations governing the conduct of athletic activities and ensures compliance with the rules promulgated by the NJSIAA.
25. Attend home games for all varsity sports.

TERMS OF EMPLOYMENT: Twelve (12) Months
Salary in accordance with HAA contract

EVALUATION: Performance on this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of certified personnel.

Date:

Revised: