

## LACEY TOWNSHIP SCHOOL DISTRICT

### Administration

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<b>JOB TITLE:</b>	Athletic Director and Supervisor of Health and PE (7-12)
<b>REPORTS TO:</b>	Middle and High School Building Principal
<b>JOB GOAL:</b>	The director of athletics participates as a part of the school's educational leadership team and organizes, plans, schedules and manages the interscholastic athletic program and 7-12 Health and Physical Education program for middle school and high school. The Athletic Director will ensure all students are contributing appropriately to a productive and safe learning environment, which promotes a culture of enduring excellence to the district's mission, beliefs, goals, and approved curricula. This leader encourages sportsmanship, a high level of individual and team performance, and makes a continued effort to improve our athletic programs and competitiveness.

### QUALIFICATIONS:

1. Preferred Valid New Jersey Principal Certificate with the required 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 standard of conduct for athletes
5. Required criminal history background check and proof of US citizenship or legal resident alien status

### Performance Responsibilities:

- Coordinates the relationship among the high school, middle school, and community recreation athletic programs to provide for ongoing communication, visibility of coaches and athletes, and design of clinics.
- Provides recommendations to building principals of qualified candidates for coaching vacancies.
- Supervises and evaluates certificated and support personnel.
- Maintains knowledge of NCAA requirements and ensures that student athletes are properly transitioned to college.
- Maintains a coaching manual that outlines philosophy, policies, procedures, and specific coaching responsibilities. Advises coaches of rule changes, new procedures, and equipment requirements.

- Plans meetings with coaches to reinforce goals for the year, addresses issues, and provides a forum to monitor progress toward established goals.
- Attends home competitions and supervises crowd control, ticket collection, and provides oversight for obtaining officials. Coordinates police coverage and EMT services.
- Oversees bus transportation for away competitions with the transportation department.
- Collaborates with personnel in building and grounds to coordinate the use of athletic fields, equipment, lockers, use of keys, and related facilities for interscholastic contests, practices, and community groups.
- Collaborates with personnel of building and grounds to inspect practice fields, gyms, and equipment. Effectively communicates concerns to coaches and the administration.
- Verifies students' medical and academic eligibility prior to the first practice session of each season. Provides the Principal with eligible player list based on NJSIAA requirements.
- Supervises the coaches' issuance, collection, preparation, storage, and purchasing of all athletic equipment. Assures that all related equipment is functioning prior to competitions.
- Prepares necessary announcements regarding changes in schedules, game times, cancellations, or other related information.
- Instructs all coaches and the athletic trainer regarding the protocol for accident or injury.
- Develops annual interscholastic athletic budget, provides oversight for preparation of requisitions, monitors follow-up of purchase orders. Recommends feasibility of maintaining or adding sports.
- Approves the check request from coaches to be deposited in sports account in the Board Office.
- Oversees the deposit of home gate receipts to the board office.
- Oversees the issuance of letters and awards in accordance with established criteria, and plans the distribution of such material.
- Assists coaches in achieving and maintaining effective communication among and/or between players and parents and/or other coaches.
- Creates a cooperative relationship with the press and promotes positive public relations.
- Schedules all interscholastic competitions and practice sessions, prepares appropriate contracts, prints and distributes athletic schedules for each season, and provides oversight of practice schedules.
- Attends league, county, and state athletic meetings as appropriate with administrative approval.
- Coordinates programs of athletic celebration for the district.

- Serves as liaison to athletic booster organizations.
- Coordinates activities associated with recognition programs and maintains records of outstanding achievement, and updates as necessary.
- Performs other duties as designated by the principals.

**Term of Employment:** 12-Month Contract

**EVALUATION:** Performance of this job will be evaluated in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved by: Lacey Township Board of Education  
Date Approved: November 20, 2017

Approved  
Revision Date: February 20, 2018