

# WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

## ATHLETIC DIRECTOR

### QUALIFICATIONS:

- Valid New Jersey Certificate as Supervisor, Principal or School Administrator
- Experience as a head coach or equivalent
- Possess a thorough knowledge of NJSIAA Rules and Regulations
- Willingness to work afternoon, evening and weekend hours
- Effective communication and proven leadership skills
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Middle/High School Principal

SUPERVISES: Coaches  
Athletic Trainers

### PERFORMANCE RESPONSIBILITIES:

The Athletic Director is responsible for the orderly, effective and efficient operation of the 7-12 athletic program which includes, but is not limited to, the recruitment, selection and evaluation of staff, the organization of interscholastic sports schedules, the management of equipment and facilities and the development of a 7-12 athletic program that recognizes and promotes the district's goals and presents the district at local, county, and state levels in a positive light.

#### A. Supervision and Evaluation of Staff

1. Recruit and evaluate head coaches and advisors in collaboration with the High School or Middle School Principal; recruit and evaluate assistant coaches in collaboration with the head coach in the sport; act as secondary supervisor for the equipment manager.
2. Recommend to the Principal the renewal or non-renewal of all coaches and advisors.
3. Collect, review, and maintain end-of-season athletic records completed by all coaches and advisors.

#### B. Administration of Program

1. Maintain and publish a schedule of all interscholastic and extramural athletic programs and develop a calendar for each season that includes practice and play dates for all district teams.
2. Develop a schedule for the use of district fields which meets the needs of the district's athletic program.
3. Arrange transportation for the district's athletic teams.
4. Schedule officials for competition.
5. Ensure athletic facilities are appropriately prepared and maintained by collaborating with the facilities and athletic personnel.
6. Monitor the care, maintenance, inventory and storage of all athletic equipment as carried out by the coaches, advisors, equipment manager and athletic trainer.
7. Oversee and design in-service programs for coaches, including conducting briefing sessions, and approving coaching clinics and institutes, as funds are available.

#### C. Safety and Health of Students

1. Check eligibility of the athletes in all district programs as specified by league, NJSIAA or Federation rules.
2. Arrange for comprehensive physical examinations for all student athletes in grades 7-12.
3. Conduct briefing sessions about safety and emergency procedures with coaches and advisors.

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JOB DESCRIPTION**

D. Public Relations and Communication

1. Promote, present and explain the athletic program 7-12, to ensure the broadcast range of involvement and skill development for all student athletes.
2. Enhance and improve the communication of all people involved in the athletic program by:
  - a. Stimulate cooperation among coaches, teachers, and administrators regarding general athletic policies;
  - b. Encourage head coaches and health and physical education teachers to assist in the development of 7-12 athletic programs and skills;
  - c. Interpret league, NJSIAA, National Federation and CVC regulations, and local Board policies to coaches, parents, and athletes;
  - d. Advise coaches on their responsibility of publicity and press releases concerning athletics;
  - e. Serve as a liaison between school and parent support groups, as well as a resource person within the community regarding athletics;
  - f. Initiate new links of communication with local community agencies;
  - g. Create new vehicles for communicating with the district and parent community, recognizing the need to involve all students at all levels;
  - h. Represent the district at athletic events and at league, county and state meetings.
  - i. Approve all recommendations for athletic awards.

E. Budget Management

1. Create and administer, in collaboration with the Principal, the district's athletic budget, addressing the needs of student athletics in grades 7-12.
2. Prepare and distribute payroll vouchers to the appropriate offices for all employed personnel, including officials, within the limits of the district's athletic budget.

F. Perform other functions and tasks as assigned by the Principal.

TERMS OF EMPLOYMENT:

This is a twelve month position. Salary, vacation, holidays and benefits are to be negotiated per the WTAA collective bargaining agreement.

EVALUATION:

Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of certificated staff.

STATEMENTS OF AGREEMENT:

Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Approved: 3/5/2001  
Revised: 10/16/2007  
2/9/2015  
10/14/2020