

Robbinsville Board of Education

155 Robbinsville Edinburg Road

Robbinsville, NJ 08691

Phone: 609-632-0910 (2201) / Fax: 609-371-7964

TITLE: Athletic Director

Reports to: Principal

Job Summary: The Athletic Director organizes and administers the overall middle/high school interscholastic athletic program.

Qualifications:

- Must be fully certified according to the requirements set forth by the Department of Education of the State of New Jersey.
- Demonstrated leadership in the organization and administration of a district level athletic program.
- Ability to maintain a positive learning environment and high standards of conduct for athletes
- Strong interpersonal and communication skills
- Required criminal history background check and proof of US citizenship or legal resident alien status

PERFORMANCE RESPONSIBILITIES:

Personnel

1. Provide leadership in the selection and assignment of the school athletic coaches with final recommendation presented to the Superintendent
2. Hire officials and game management personnel as required and assume general responsibility for the proper supervision of home contests
3. Supervise coaches in maintaining up-to-date inventories and keep accurate records of property.
4. Evaluate coaches in the athletic program and determine renewal status; submit completed and signed evaluations to the Superintendent's Office.
5. Requisition program supplies and equipment and determine equipment needs in cooperation with head coaches

Communications

1. Create appropriate documents to maintain coaches handbook, student athletic handbook, team brochures, schedule formats, contract confirmations and all tournament communications
2. Develop and place into operation appropriate rules and regulations governing the conduct of athletic activities; interpret school policies as they pertain to athletics
3. Foster good school-community relations by keeping the community aware of and responsive to the athletic program

Finance

1. Prepare and administer the athletic program budget. Maintain accurate financial records and produce a periodic report for the School Business Administrator
2. Supervise all ticket sales and fundraising events of the athletic program and assume responsibility for proper handling of funds

Scheduling

1. Requisition program supplies and equipment and determine equipment needs in cooperation with head coaches
2. Assume responsibility for the organization and scheduling of all interscholastic/intramural athletic events

3. Arrange transportation for athletic contest participants
4. Arrange all details of visiting teams' needs and field assistance as appropriate
5. Arrange field and gym practice schedules and supervise preparation of areas for contests

Other

1. Organize and administer the overall program of interscholastic athletics for the school
2. Administer the physical and academic requirement of eligibility for participation in each sport and verify each athlete's eligibility; verify and record the physical examinations of all athletes prior to the beginning of each season
3. Administer the insurance program covering school athletes and assume responsibility for all processing of reports and claims
4. Keep records of the results of all athletic contests and maintain a record file of all award winners stating the data and type of award
5. Plan and supervise an annual recognition program for school athletes
6. Assist organizations with projects associated with athletics
7. Supervise athletic events
8. Assist in oversight of student body
9. Attend district, regional and state athletic meetings as required
10. Work closely with athletic boosters; act as liaison for the district
11. Coordinate fundraisers to support the athletic funds
12. Attend all Board of Education meetings, workshop and scheduled activities, as requested
13. Perform other related duties as assigned by the Superintendent of Schools

SKILL ABILITIES:

- Read, analyze and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals
- Write routine reports and correspondence
- Effectively speak before administrators, staff, parents and students
- Calculate figures and amounts such as discounts, interest, proportions, percentages, etc.
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Interpret a variety of instructions furnished in written, oral, diagram or schedule form
- Apply knowledge of current research and theory in specific field
- Communicate clearly and concisely both in oral and written form
- Handle stressful situations with parents and community with leadership, sincerity and understanding skills
- Establish and maintain effective working relationships with students, staff and the community
- Perform duties with awareness of all district requirements and Board of Education policies

Supervises:

The Athletic Director manages all coaches in the athletic program and supervises all support personnel staff in the athletic office.

BOARD OF EDUCATION APPROVAL: