

DELRAN TOWNSHIP SCHOOL DISTRICT

Supervisor of Athletics

Reports To: High School Principal/Superintendent

Job Goal: Maintain, organize and administer the overall program of interscholastic athletics, including intramural activities.

Performance Responsibilities: *Other duties may be assigned.*

- Assists in selecting, assigning and evaluating all coaching personnel.
- Assumes leadership role in the orientation and in service training of coaching personnel.
- Represents the School District in matters of interscholastic athletics with the NJSIA.A.
- Represents the School District in matters of interscholastic athletics with each secondary league of affiliation.
- Is responsible for the organization and scheduling of athletic events.
- Contracts officials for all home contests.
- Arranges transportation for away contests.
- Develops and continues to evaluate appropriate rules and regulations governing the conduct of athletic activities.
- Fosters good school-parent relations by maintaining communications relative to rules and regulations on athletics.
- Establishes and enforces the physical, academic and training requirements of eligibility for participation.

Supervisory Responsibilities:

- Manages eighty-eight subordinate head coaches who supervise a total of eighty-nine assistant and 3V coaches in the Athletic department.
- Is responsible for the overall direction, coordination, and evaluation of this unit.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints **and** resolving problems.
- All other duties as assigned by your immediate Manager and/or Superintendent.

EDUCATION and/or EXPERIENCE:

Masters Degree and possess a N. J. Supervisor/N. J. Principal Certificate. Courses in the organization and administration of athletic programs. Five years experience as a teacher and coach.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid N. J. Teaching Certificate; Valid N. J. Supervisor/N. J. Principal Certificate.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before administrators, staff, parents and students.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:

Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Terms of Employment:

12 month work year

Evaluation:

Performance of this job will be evaluated annually in accordance with state law and the provisions on the Board's policy on evaluation of certificated personnel.

APPROVED BY THE BOARD OF EDUCATION: March 12, 2012