

## NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

---

**TITLE:** **DIRECTOR OF ATHLETICS AND STUDENT ACTIVITIES**

- QUALIFICATIONS:**
1. Valid New Jersey Principal Certificate or eligibility
  2. Minimum experience as determined by the board
  3. Demonstrated leadership skills in the areas of curriculum development, program evaluation, staff development and school improvement
  4. Strong interpersonal, organizational and communication skills
  5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
  6. Twelve month position

**REPORTS TO:** Principal

**POSITION GOAL:**

Use leadership skills to develop, maintain, coordinate and manage an educationally sound student athletic and co/extra-curricular activities program. Organize, administers and coordinate events associated with the athletic and activity program. Assist the administration with establishing and maintaining a positive learning environment.

**ESSENTIAL JOB FUNCTIONS:**

1. Advertises, interviews and recommends activity advisors and coaches.
2. Assembles, organizes and guides a staff which will work toward developing an educationally sound athletic and student activities program.
3. Evaluates head coaches and provides applicable performance feedback to all coaches and advisors.
4. Conducts a Varsity Athletic Awards Program at the end of each sports season.
5. Maintains and publicizes a calendar of activities and athletic events.
6. Develops a sports information mechanism for all sports, as well as, an information vehicle to the Board of Education and community (i.e. bulletin board, Twitter).
7. Establishes standards for good sportsmanship for coaches, spectators and students.

8. Serves as a liaison to and guides the N.H. Sports Association (NHSA). Regularly attends the NHSA meetings.
9. Attends all relevant meetings of the Board of Education (Activities Committee).
10. Prepares and administers a well thought out budget for all sports and applicable activities.
11. Requisitions athletic program supplies and equipment.
12. Works with coaches in maintaining an inventory and checks the proper storage of athletic/activity equipment.
13. Works with Guidance Department and School Nurse/Doctor with verifying eligibility of all athletes under rules of NJSIAA and NHRHS Board of Education with special emphasis on transfers, academic credits, and physical exams/medical forms.
14. Works with the facility manager and administration to ensure the cleanliness, maintenance, and improvement of all athletic facilities, as well as, the proper preparation for all athletic contests and student activities.
15. Assists the business office with and approves all internal and external requests for use of school athletic facilities.
16. Sees to it that all athletic league, conference, county and state meetings are attended and that all staff members receive an overview of each meeting as needed.
17. Ensures that all coaches are aware of emergency care procedures.
18. Schedules all interscholastic athletic events, including contests on all three levels of competition (Freshman, Junior Varsity, and Varsity).
19. Coordinates the transportation of students involved in applicable athletic and non-athletic extra-curricular activities.
20. Hires necessary officials for all interscholastic events.
21. Arranges for home game crowd control and other personnel for all applicable home events. Assist advisors with securing activity event workers.
22. Writes checks for all officials and is responsible for deposit of all gate receipts from sporting events.
23. Assists the Guidance Department with coordinating an on-going college

- admissions/recruiting/scholarship program involving coaches, extra-curricular advisors, and guidance personnel.
24. Serves as the representative to the Big North Conference, the NJSIAA, and associated organizations, leagues and conferences.
  25. Assists with reminding coaches and applicable staff regarding state requirements and certifications.
  26. Communicates with all coaches, staff, students and parents regarding rules, expectations, requirements, policies and general information related to athletic and activity participation.
  27. Upholds and enforces school rules, administrative regulations and board policy.
  28. Works closely with advisors with details associated with their activity and activity events.
  29. Takes advantage of the opportunities offered for professional growth and attends job related workshops and conferences.
  30. Develops sound public relations by cooperating with newspapers, radio, television and parent associations.
  31. Informs the Principal and/or Superintendent of any serious problem or issue related to the athletic and/or student activity program.
  32. Performs other duties which may be within the scope of his/her employment and certification as may be assigned.

**TERMS OF  
EMPLOYMENT:**

Salary and work year to be determined by the Board.

**EVALUATION:**

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

BOE APPROVED: 10/2/17  
2<sup>nd</sup> Reading: 10/16/17