

**PLEASANTVILLE PUBLIC SCHOOLS
PLEASANTVILLE, NEW JERSEY
JOB DESCRIPTION**

Curriculum & Instruction/ Extracurricular

Certified

TITLE: Supervisor of Athletics

QUALIFICATIONS:

1. Valid New Jersey Supervisor, or Standard Principal Certificate
2. Minimum of five years of successful experience in public education
3. Demonstrated leadership in the organization and administration of a district-level athletic program
4. Ability to maintain a positive learning environment and high standards of conduct for athletes
5. Have excellent integrity and demonstrate good moral character and initiative.
6. Exhibits a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community.
7. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
8. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period, provide a sworn statement that there have not been any convictions of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
9. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with 12. N.J.A.C. 6:3-4A.4.
10. Pass the state-required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3- 4A.4.
11. Meet such alternates to the above qualifications as the Superintendent may deem appropriate, acceptable, and legal.

REPORTS TO: Director of C&I and/or Assistant Superintendent

SUPERVISES: Athletic Coaches, Athletic Trainers, Athletic Contest Help, Athletic Club Advisors, and Health and Physical Education Teachers

JOB GOAL: To provide leadership in the development, implementation, and coordination of the district's athletic program in order to provide students with the opportunity to develop physical skills, knowledge, and understanding of sports and the principles of fair play.

PERFORMANCE RESPONSIBILITIES:

Administrative

1. Organizes and administers the district's program of extracurricular athletics and assumes responsibility for the scheduling of all intramural and interscholastic athletic events.
2. Develops and implements appropriate rules and regulations governing the conduct of athletic activities and ensures compliance with the rules promulgated by the NJSIAA.
3. Verifies each athlete's eligibility according to established physical and academic requirements of eligibility for participation in each sport and obtains written parent permission for students to participate.
4. Prepares and administers the athletic program budget and requisitions program supplies and equipment.
5. Arranges for the physical examinations of all athletes prior to each season.
6. Maintains records of athletic contests and award winners and plans and supervises an annual recognition program for athletes.

Operations

1. Assumes responsibility for the proper supervision of home games and the availability of game officials, team physicians and security personnel.
2. Assumes responsibility for compliance with board-adopted emergency medical procedures for all practice sessions and competitive events.
3. Oversees the implementation of heat acclimation procedures.

Supervisor of Athletics (continued)

4. Oversees the implementation of concussion and head injuries including return to play.
5. Arranges for the transportation for athletic competitions.
6. Supervise all ticket sales and fundraising events of the athletic program and assumes responsibility for proper handling of funds.
7. Arranges field and gym practice schedules.
8. Supervises the care, maintenance and storage of all athletic equipment and supplies and maintains a current inventory.
9. Enforces school rules of conduct for athletes and good sportsmanship.
10. Promotes good school-community relations and support through effective communication regarding the district's athletic program.
11. Upholds and enforces school rules, administrative regulations and board policy.
12. Performs other duties which may be within the scope of his/her employment and certification as may be assigned.

Personnel

1. Provides leadership in the selection, assignment, and evaluation of athletic coaches, trainers, and Health and Physical Education Teachers.
2. Supervisor of all physical education teachers, as well as middle and high school athletics.

Curriculum and Instruction

1. Works with principals, assistant principals, department heads, subject matter specialist and teachers to use test data to improve the content and delivery of the school curriculum.
2. Studies, evaluates, and, as appropriate, recommends to the superintendent the adoption of new instructional materials, methods and programs in assigned areas.
3. Provides leadership in the development of the K-12 instructional program and achievement of the New Jersey Learning Standards and district goals and objectives
4. Assists in the implementation of the district's in-service education program for the instructional staff, specifically concerning the use of test data to identify student learning deficiencies and to improve academic outcomes.
5. Schedules and organizes grade level and departmental meetings in order to effect horizontal and vertical continuity and articulation of the instructional program of the schools
6. Meets on a regular basis with other supervisors for the purpose of ongoing coordination and implementation of the district curriculum;
7. Conducts classroom observations and provides supervision/evaluation of teachers and non-certified staff as requested by building principals or central office administrative staff for assigned areas;
8. Assists in the recruitment, screening, hiring, training and assigning of assigned personnel
9. Assists in the development and coordination of the sections of the budget that pertain to Athletics and Health and Physical Education
10. Coordinates professional development to meet instructional needs as assigned
11. Coordinates tutoring and remedial instruction as assigned
12. Perform such additional duties and activities the Superintendent may find appropriate and acceptable not otherwise prohibited by law or regulation.
13. Adhere to New Jersey school law, the state board of education rules and regulations, board of education policies and regulations, school regulations and procedures and contractual obligations.

TERMS OF

EMPLOYMENT: 12-month employee, salary, and work year as set by the PAA collective bargaining agreement.

ANNUAL

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.

Approved by: Pleasantville Board of Education

Date: 5/28/2019 **Revised Date:** 09/13/2022

LEGAL REFERENCES:

N.J.S.A. 5:17-1	Athletic code of conduct, permitted, youth sports events
N.J.S.A. 18A:6-7.1	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment
N.J.S.A. 18A:6-10	Dismissal and reduction in compensation of persons under tenure in public school system
N.J.S.A. 18A:16-2	Physical examinations; requirement
N.J.S.A. 18A:25-2	Authority over pupils
N.J.S.A. 18A:26-1	Citizenship of teachers, etc.
N.J.S.A. 18A:26-1.1	Residence requirement prohibited
N.J.S.A. 18A:26-2	Certificates required; exception
N.J.S.A. 18A:26-2.1	Supervisory certificate required for appointment as director of athletics
N.J.S.A. 18A:27	Employment and contracts
N.J.S.A. 18A:28-3	No tenure for noncitizens
N.J.S.A. 18A:28-5	Tenure of teaching staff members
N.J.S.A. 18A:28-8	Notice of intention to resign required
N.J.A.C. 6A:7	Managing equality and equity in education
N.J.A.C. 6A:9	Professional licensure and standards see particularly:
N.J.A.C. 6A:9-3	Professional standards for teachers and school leaders
N.J.A.C. 6A:9B	State board of examiners and certification See particularly:
N.J.A.C. 6A:9B-5	General certification policies
N.J.A.C. 6A:9B-8	Requirements for instructional certificate
N.J.A.C. 6A:9B-9	Instructional certificates
N.J.A.C. 6A:9B-11.3	Authorization
N.J.A.C. 6A:9B-11.6	Supervisor
N.J.A.C. 6A:9B-13	Acting administrators
N.J.A.C. 6A:9C-3	Required professional development for teachers and school leaders
N.J.A.C. 6A:10	Educator effectiveness See particularly:
N.J.A.C. 6A:10-2.1 et seq.	Evaluation of teaching staff members
N.J.A.C. 6A:10-4.1 et seq.	Components of teacher evaluation
N.J.A.C. 6A:10-6.1 et seq.	Evaluation of teaching staff members other than teachers, principals, vice principals and assistant principals
N.J.A.C. 6A-16	Programs to support student development
N.J.A.C. 6A:32-4	Employment of teaching staff
N.J.A.C. 6A:32-5.1	Standards for determining seniority
N.J.A.C. 6A:32-6	School employee physical examinations
N.J.A.C. 6A:32-9	Athletic Procedures

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.