

# Director of Athletics and Student Activities

## JOB DESCRIPTION

### POSITION TITLE

Director of Athletics and Student Activities

### MINIMUM

New Jersey Supervisors or Principal Certificate; New Jersey Teaching Certificate; Masters Degree required; successful experience as a high school teacher and coach; demonstrated ability to work effectively in program implementation and staff development; strong leadership and communication skills; required criminal history background check and proof of citizenship or legal alien status.

### QUALIFICATIONS

### REPORTS TO

High School Principals

### JOB GOAL(S)

To effectively lead the office of athletics and student activities; to implement a comprehensive and diversified program of athletics and student activities; to motivate coaches and advisors; to ensure development of effective co-curricular activities for students; to promote appropriate professional development of coaches and advisors.

### JOB RESPONSIBILITY AND AUTHORITY

The primary responsibilities of the Director are to lead staff in the development and implementation of athletic and student activities programs. As an administrative leader of coaches and advisors, the director will challenge the staff to improve co-curricular opportunities and desired outcomes for students. Primary responsibilities include the following:

### PRIMARY RESPONSIBILITIES

1. Recommends for employment and assigns athletic coaches and activity advisors; supervises and evaluates same (stipended positions).
2. Develops and directs the department's athletics and co-curricular programs.
3. Manages the operation of the athletic and student activities office.
4. Provides linkage between the program and building staffs and the program and outside groups, e.g. parents, recreation departments, conference and other county athletic directors.
5. Represents the high school in all athletic, professional and community activities.
6. Coordinates building use and use of Underhill Athletic Field.
7. Oversees the maintenance staff in regard to Underhill Athletic Field.
8. Develops budgets for athletics and student activities.
9. Serves as administrative liaison to the student council and assists with planned co-curricular activities.
10. Organizes a yearly calendar for athletics, clubs, special event and annual activities.
11. Assists the office of Human Resources in recruiting coaches and advisors.
12. Performs all other duties as assigned by the high school principal.

**WORKING RELATIONSHIPS** To maintain effective relationships with teachers, coaches,

**OF THE POSITION** advisors, parents, students, administrators, community

leaders, other athletic directors and district directors and supervisors.

**TERMS OF EMPLOYMENT** 12 Months

Salary as per ASCA Agreement