

HAMILTON TOWNSHIP SCHOOL DISTRICT

Extracurricular Activities

Position Code: 0426
Certified

TITLE: ATHLETIC COORDINATOR

QUALIFICATIONS:

1. Minimum experience as determined by the board
2. Demonstrated leadership in the organization and administration of a district-level athletic program
3. Ability to maintain a positive learning environment and high standards of conduct for athletes
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
5. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

REPORTS TO: Building Principal/Superintendent

SUPERVISES: Coaches

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 athletes 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.

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3. Oversees the implementation of heat acclimation procedures.
4. Oversees the implementation of concussion and head injuries including return to play.
5. Arranges for the transportation for athletic competitions.
6. Arranges field and gym practice schedules.
7. Supervises the care, maintenance and storage of all athletic equipment and supplies and maintains a current inventory.
8. Enforces school rules of conduct for athletes and good sportsmanship.
9. Promotes good school-community relations and support through effective communication regarding the district's athletic program.
10. Upholds and enforces school rules, administrative regulations and board policy.
11. 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 and trainers.
2. Supervisor of all physical education teachers, as well as middle and high school athletics.

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the board of education.

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:

Date:

Revised:

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

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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

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ATHLETIC COORDINATOR (continued)

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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.