

MAINLAND REGIONAL HIGH SCHOOL

Athletic Director/Supervisor HPE/Clubs and Activities

Job Responsibilities - Athletic Director Fall/Winter/Spring:

EVALUATE COACHES – (80)
EVALUATE PROGRAMS (48 – ALL LEVELS)
SEND SCHEDULES TO OPPONENTS (NON LEAGUE/LEAGUE)
SEND SCHEDULES TO ALL MEDIA
TRANSFER FUNDS - FALL OFFICIALS
PREPARE PHYSICALS (FLOW CHART/COACHES PACKETS)
PREPARE BUS SCHEDULES AND SUMMER
SET UP HALL OF FAME COMMITTEE MEETING (5 YRS)
PREPARE FALL COACHES MEETING (PACKETS – HS)
PREPARE CAL PRE-SEASON COACHES MEETINGS
LETTERS TO FIELD MAINTENANCE
- START DATES
- INSPECTION OF FACILITIES
BUS SCHEDULE TO JOY (GARAGE) CONFIRMATION
FALL COACHING ASSIGNMENTS-FINALIZE
(PAID/VOLUNTEER)
SS SCHEDULEs
VISIT MIDDLE SCHOOLS- COACHES
MAINTENANCE-WHOLE FACILITY (INDOOR)
FOOTBALL WORKERS, FB VIDEO, ALL FOOTBALL
RELATED ISSUES
THANK YOU LETTERS TO: ALL
UPDATE LETTER WINNER HISTORY
FALL PRACTICE SCHEDULES FROM COACHES TO:
TRAINER, MAINTENANCE
START DATES FOR FALL PRACTICES
EMAIL ALL FALL COACHES ON TRANSFER
ATHELETES
ATTEND MONTHLY AD MEETINGS (CAL/SJCA/NJSIAA)
CHECK IN EQUIPMENT AND PREPARE INVENTORY
ARRANGE FOR POLICE COVERAGE FOR FB GAMES
ARRANGE FOR RESCUE SQUAD COVERAGE FB GAMES
SEND FALL SCHEDULES TO ADMINISTRATION
CHECK FACILITIES
1. FB FIELD
2. SCOREBOARD
3. P.A. SYSTEM
4. FH FIELD

5. SOCCER FIELDS
6. TENNIS COURTS

INVENTORY/ORDER ADMISSION TICKETS

INVENTORY/ORDER ATHLETIC AWARDS

UP-DATE COACHES MANUAL

CONFIRM FALL OFFICIAL SCHEDULES-FOOTBALL

CONFIRM FALL OFFICIAL SCHEDULES-F HOCKEY

CONFIRM FALL OFFICIAL SCHEDULES-SOCCER

CONFIRM FALL OFFICIAL SCHEDULES-X COUNTRY

SEND MEMO TO FALL COACHES ON STARTING YEAR

PREPARE FOR OPENING DAY HPE MEETING

COORDINATE GYMNASIUM FLOOR REFINISHING

SUPERVISE ALL HOME CONTESTS – FALL/WINTER/SPRING

EVALUATE AND RECOMMEND WEIGHT ROOM NEEDS

SEND ATHLETIC PASSES APPROPRIATE PERSONNEL

PREPARE FACULTY WORKERS SCHEDULE

TRANSFER LETTER TO COACHES

COACHING ASSIGNMENTS VOLUNTEER/NEW

MAKE ADDITIONAL COPY OF ALL ATHLETIC FORMS

CONFIRM OFFICIALS FOR FOOTBALL SCRIMMAGES

REMIND COACHES VENDORS-

ASK PRINCIPAL- PEP RALLY

LETTER TO BAND DIRECTOR-FOOTBALL GAME

ANNOUNCER'S NEEDS - FB

CHAIN GANG-CALL/MEMO

CONFIRM IN A LETTER-POLICE, RESCUE SQUAD/TEAM

DOCTOR

SET UP TEAM AND YEARBOOK PICTURE

POST FALL SCHEDULE IN MAIL ROOM

CONDUCT FALL COACHES MEETING FIRST

DAY OR TWO OF SCHOOL

1. DISTRIBUTE COACHES MANUAL
2. DISTRIBUTE RULE BOOKS
3. NOTIFY C.A.L. PRE-SEASON MEETING
4. REVIEW PROCEDURES

NOTICE TO CHEERLEADING ADVISOR FOR FALL

FALL ELIGIBILITY LISTS

SUBMIT ENTRY FOR FB PLAYOFFS

PREPARE NJSIAA – AVADAVIT, RESOLUTION CARD, PO FOR DUES

REQUEST MAINTENANCE TO CLEAN PRESSBOX

HALL OF FAME MEDIA NEW RELEASE

HALL OF FAME TICKETS

MID SEPTEMBER-DOWNLOAD FILES-NJSIAA

FALL SPORTS

UPDATE OFFICIALS LIST – NON-PREFERRED LIST

COACHES LIST UPDATE
T-DAY PEP RALLY – AWAY/HOME GAME
CONFIRM FOOTBALL GAME WORKERS, MEETING
SPORTSMANSHIP - SHOW MY DVD
MEMO-INDIVIDUAL RECORD/SPORTSMANSHIP ACT
REQUEST LETTER WINNERS FROM FALL SPORTS
TYPE FALL AWARD WINNERS BY SPORT
END LETTER WINNERS TO STAFF TO VERIFY
NOTIFY COACHES OF C.A.L. FALL ALL STAR MTG
DISTRIBUTE END OF FALL SEASON PACKETS
TRANSFER FUNDS FOR WINTER OFFICIALS
PREPARE WINTER BUS SCHEDULES
CHECK ON WINTER EQUIPMENT BID WINNERS
PREPARE WINTER COACHES MEETING
ARRANGE FOR BKB SCOREBOARD MAINTENANCE
ARRANGE FOR BKB P.A. MAINTENANCE
REQUEST WRESTLING & BASKETBALL OFFICIALS
REQUEST SWIMMING OFFICIALS
CONFIRM BASKETBALL SCHEDULES
CONFIRM SWIMMING FACILITY REQUEST
FIRST WEEK OF OCTOBER – ALL STAR DATES
SITES, TIMES, SHEETS TO COACHES TO FAX TO CHAIRPERSON
CONFIRM BUS SCHEDULE FOR WINTER
SCHEDULE SPRING SPORTS
COACHES PUT UP SIGNS FOR TEAM MEETINGS
WINTER BEFORE PHYSICALS
CONTACT NURSE AND KESSLER WINTER PHYSICAL
WINTER WORKER SCHEDULE
SET UP FOR WINTER PHYSICALS IN NOVEMBER
SWIMMING SCHEDULE-HOLLYWOOD EAST
NOTIFY COACHES OF EVALUATION CONFERENCE
CONDUCT WINTER COACHES MEETING

1. DISTRIBUTE COACHES MANUAL
2. DISTRIBUTE RULE BOOKS
3. REVIEW PROCEDURES
4. NOTIFY OF C.A.L. PRE-SEASON

MEETING

CHECK FACILITIES & COMPLETE INSPECTION SHEET

1. HS GYM
2. SCOREBOARDS
3. P.A. SYSTEM
4. ELEM. GYM

SEND LETTER TO MAINTENANCE FOR WINTER

1. CLEAN BACKBOARDS
2. CLEAN BLEACHERS
3. NEW NETS

ARRANGE POLICE COVERAGE BKB GAMES
ARRANGE POLICE COVERAGE WRESTLING MATCHES
SEND WINTER SCHEDULES TO OPPONENTS
SEND WINTER SCHEDULES TO MEDIA
CONFIRM WINTER OFFICIAL SCHEDULES-BKB
CONFIRM WINTER OFFICIAL SCHEDULES-WRESTLE
GET RECONDITIONING QUOTES

1. CIRCLE SYSTEM
2. ALL AMERICAN

LETTER TO ASSIGNORS – THANK YOU
POST WINTER SCHEDULE IN MAILROOM
FINAL PAY-FALL COACHES IN TOURNAMENT
SS – WINTER SEASON
LETTERS, CERTIFICATES, CAPTAINS AWARDS ETC. SEND TO
COACHES/GET BACK AND COMPLETE (FALL)
TRANSFER OF FUNDS-WINTER SPORTS
SET UP WINTER WORKER SCHEDULE
COMPLETE END OF FALL SEASON PROCEDURES

1. SEASON RESULTS
2. EQUIPMENT INVENTORY
3. STORAGE OF EQUIPMENT
4. BUDGET REQUESTS
5. RECONDITIONING
6. DELINQUENT EQUIPMENT
7. ASSISTANT COACH EVALUATIONS
8. EVALUATION CONFERENCE
9. FINAL PAY VOUCHER

DISTRIBUTE WINTER SCHEDULES TO STAFF/STUDENT
TEAM AND YEARBOOK PICTURES
REQUEST FACULTY WORKERS FOR WINTER EVENTS

1. SCOREKEEPER
2. CLOCK OPERATOR
3. TICKET SELLER
4. SECURITY (2)

SCHEDULE MEETING FOR SB TOURN
INVITE TEAMS TO SOFTBALL TOURNAMENT
COMPLETE WINTER ELIGIBILITY LISTS
CROWD CONTROL PROCEDURES, OTHER-WINTER
WORKERS

REQUEST WINTER LETTER WINNERS FROM COACH
TYPE WINTER AWARD WINNERS BY SPORT
COMPLETE SPRING ATHLETIC SCHEDULES
CONTACT NURSE & KESSLER FOR SPRING PHYSICALS
SEND REQUEST FOR BASEBALL/SOFTBALL OFFICIAL
SEND REQUEST FOR TRACK OFFICIALS
DOWNLOAD WINTER NJSIAA PLAYOFF INFO-AFTER BREAK

SEND WINTER AWARDS TO STAFF TO VERIFY
NOTIFY COACHES OF WINTER C.A.L. ALL STAR DATE
DISTRIBUTE END OF WINTER SEASON PACKETS
SS SCHEDULES – SPRING
LETTERS, CERTIFICATES, CAPTAINS AWARD ETC END TO
COACHES/ GET BACK AND COMPLETE WINTER
SEND REQUEST FOR USE OF GOLF COURSE
PREPARE SPRING PHYSICAL PACKETS
PREPARE SPRING BUS SCHEDULES
TRANSFER FUNDS FOR SPRING OFFICIALS
SEND SPRING SCHEDULES TO OPPONENTS
SEND SPRING SCHEDULES TO MEDIA
PREPARE SPRING COACHES MEETING
CONDUCT SPRING COACHES MEETING

1. DISTRIBUTE COACHES MANUAL
2. DISTRIBUTE RULE BOOKS
3. REVIEW PROCEDURES
4. NOTIFY C.A.L. PRE-SEASON MEETING

PREPARE MAINTENANCE REQUEST FOR SPRING
BRING SPRING SCHEDULE STAR SCHEDULES FOR
SPRING TO FEBRUARY MEETING
END OF SEASON PACKETS – FIRST WEEK OF FEB
THANK YOU LETTER – WINTER OFFICIALS/ASSIGNOR
BEGIN BUDGET PROCESS-EQUIPMENT, ETC.
COMPLETE END OF WINTER SEASON PROCEDURES

1. SEASON RESULTS
2. EQUIPMENT INVENTORY
3. STORAGE OF EQUIPMENT
4. BUDGET REQUESTS
5. RECONDITIONING
6. DELINQUENT EQUIPMENT
7. ASSISTANT EVALUATIONS
8. EVALUATION CONFERENCE
9. FINAL PAY VOUCHER

UP DATE LETTER WINNER HISTORY - WINTER
SEND SPRING SCHEDULES TO STUDENTS/STAFF
ARRANGE FOR SPRING SCOREBOARD MAINTENANCE
CHECK SPRING BID WINNERS/EQUIPMENT DUE DATE
CHECK SPRING EQUIPMENT INVENTORY
CHECK FACILITIES & COMPLETE INSPECTION SHEET

1. BASEBALL FIELDS
2. SCOREBOARD
3. SOFTBALL FIELDS
4. TRACK
5. TENNIS COURTS

SEND LETTER TO MAINTENANCE FOR SPRING NEEDS

CONDUCT SPRING PHYSICALS
COMPLETE SPRING ELIGIBILITY LISTS
SOFTBALL TOURNAMENT WELCOME/PAIRINGS
CONFIRM SPRING OFFICIAL SCHEDULES-BB/SOFT
CONFIRM SPRING OFFICIAL SCHEDULES-TRACK
REQUEST OFFICIALS FOR SOFTBALL TOURNAMENT
PREPARE END OF WINTER SEASON EVALUATIONS
NOTIFY COACHES OF EVALUATION CONFERENCE
DOWNLOAD STATE INFO
POST SPRING SCHEDULE IN MAILROOM
GET BUDGET INFO TOGETHER TO SEND TO VENDORS
REQUEST SPRING LETTER WINNERS FROM COACHES
TYPE SPRING AWARD WINNERS BY SPORT
EVALUATION OF ATHLETIC SECRETARY/NURSES
TEAM AND YEARBOOK PICTURES
SEND MEDIA BASEBALL INVITATIONAL
SENIOR ATHLETIC AWARDS NOMINATIONS
PREPARE LIST FOR BOOSTER CLUB
BUDGETS SENT TO VENDORS
SEND POSTINGS FOR FALL AND
WINTER VACANCIES
SEND SPRING AWARDS TO STAFF FOR VERIFICATION
NOTIFY COACHES OF SPRING C.A.L. ALL STAR DATES
DISTRIBUTE END OF SPRING SEASON PACKETS
CONDUCT FALL COACHES MEETING
1. DISTRIBUTE PHYSICAL PACKETS
2. REVIEW FALL DATES
3. TENTATIVE SCHEDULES
SEND THANK YOU LETTER FOR SB TOURNAMENT
MEMO SENIOR ATHLETE AWARDS (HEALY)
BALLOT SENIOR ATHLETE AWARDS
NOTIFY OLD GRAD NOMINEE
NOTIFY ALUMNAE STATUETTE NOMINEE
REQUEST FOOTBALL OFFICIALS
REQUEST SOCCER OFFICIALS
REQUEST FIELD HOCKEY OFFICIALS
REQUEST CROSS COUNTRY OFFICIALS
COMPLETE FALL ATHLETIC SCHEDULE
SCHEDULE FALL PHYSICALS – ORGANIZE
SET UP FALL COACHES MEETING –ATHLETIC
TRAINER/PRACTICES
CONDUCT FALL SPORT SIGN UP MEETINGS
ARRANGE FALL SIGN UPS FOR 8TH GRADERS
SET UP VISIT MIDDLE SCHOOLS
LETTERS, CERTIFICATES, CAPTAINS, AWARDS ETC.
SENT TO COACHES/GET BACK AND COMPLETE (SPRING)

SPRING SCHEDULING FOR FOLLOWING YEAR –CALENDAR
FORM
TO COACHES WITH RETURN DATE. SEND SPRING PROGRAM TO
STAFF

COMPLETE END OF SPRING SEASON PROCEDURES

1. SEASON RESULTS
2. EQUIPMENT INVENTORY
3. STORAGE OF EQUIPMENT
4. BUDGET REQUESTS
5. RECONDITIONING
6. DELINQUENT EQUIPMENT
7. ASSISTANT EVALUATIONS
8. EVALUATION CONFERENCE
9. FINAL PAY VOUCHER SIGNED

UP DATE LETTER WINNER HISTORY

PREPARE SPRING END OF SEASON EVALUATIONS

NOTIFY SPRING COACHES OF CONFERENCE DATE

COMPLETE WINTER ATHLETIC SCHEDULES

SEND REQUEST FOR BASKETBALL OFFICIALS

SEND REQUEST FOR WRESTLING OFFICIALS

SEND ELIGIBILITY LETTER WITH REPORT CARDS

PREPARE STAFF RECOMMENDATIONS FOR NEXT YR

SEND SUMMER WORK SCHEDULE TO SUPT/PRIN

FALL WORKERS SCHEDULE – FOOTBALL

ASSIGNORS LETTER – THANK YOU

UPDATE COACHES HANDBOOK FOR ALL STAFF

FALL PRACTICE SCHEDULES TO DAVE/FRANK

FALL COACHES MEETING HS – COMPLETE ITINERARY

CONDUCT CPR/FIRST AID WORKSHOP FOR ALL COACHES

SEND NEW COACHES TO COACHING PRINCIPALS CLASS

SUBMIT STUDENT/ATHLETES FOR SPORTSMANSHIP,

SCHOLAR-ATHLETE, AND MOST COURAGEOUS

REPRESENT HHS AND CAL AT NJSIAA BI-MONTHLY

WORKSHOPS

SET UP HYDRATION TESTING FOR ALL WRESTLERS AT HS

UPDATE SITE DIRCETORY FOR CAL

LAISON FOR LEAGUE OF LEAGUES – OFFICIALS CONTRACTS

ATTEND ATHELTIC EVENTS ON CAMPUS/AWAY PLAYOFFFS

SUPERVISE ALL ASPECTS OF HOME CONTESTS.

CONFIRM ALL NFHS RULES AND REGULATIONS CHANGES TO

MRHS AND CAL

EVALUATION OF ATHLETIC TRAINER

Job Responsibilities for HPE/Supervisor

- Supervise HPE teachers (10), Nurses (2), Athletic Trainer (1)

- Curriculum development that includes writing across the curriculum and common assessments
- Enhance community involvement in the total school program
- Investigate partnerships with community-based organizations
- Responsible for Safe & Drug Free Schools and Communities
- Supervise Extracurricular Activity Advisors (Student Activities stipend positions) and coordinate programs within the district
- Advocate for anti-bullying programs, Child Assault Prevention programs, etc.
- Coordinate with Affirmative Action Officer in the completion and documentation of our compliance with the State mandated Equity Plan
- Coordinate with Supervisor of Guidance in development of programs
- Maintain current department inventory, including texts, driver' education manuals, and all PE equipment.
- Prepare and monitor department budget with instructors
- Surveys and maintains a file of catalogs
- Collects student money for damaged equipment
- Recommends initial employment, contingency employment status and dismissal of department staff
- Makes 3 formal Marzano observations of entire department staff and prepares written observation and evaluations (30).
- On a scheduled basis, prepares, collects, reviews and monitors teacher lesson plans, tests, and activities and makes recommendations for growth and improvement
- Develops and implements a viable professional development plan for department members and self which includes, as appropriate, membership in professional organizations, graduate study, inservice activities, attendance at workshops, conventions and conferences.
- Designs and implements regularly scheduled department in-service programs.
- Circulates informational publications and informs department staff on the latest trends in the discipline as aspects of professional development.
- Makes recommendations to the principal relative to scheduling of department teachers, classes, etc. for preparation of the master schedule.
- Analyzes department staffing patterns and makes recommendations for improvement to the Principal.
- Implements school directives.
- Planning the curriculum in order to facilitate articulation of the educational program.
- Conducts periodic audit of the department curriculum and recommends modifications in cooperation with central office personnel and building administrators.
- Implements and evaluates important department curriculum and pilot programs.
- Cooperates in the design, coordination and writing of summer department curriculum projects.
- Coordinates the review, selection and distribution of department instructional materials, textbooks and equipment.
- Reviews lesson plans and classroom records of department members at appropriate intervals to assure that the requirements of the curriculum guide are being delivered.
- Has leadership responsibility with the building administrator for assigned wing and/or building supervision.

- Serves as first line beyond classroom for student disciplinary action.
- Functions as an emergency replacement to the administration.
- Establishes a schedule for maintenance of department equipment and makes arrangements for needed repairs.
- Oversees building maintenance in his/her area by initiating work orders and monitoring completion of work for routine and emergency repairs. Reports safety hazards and submits necessary recommendations to the principal.
- Establishes, monitors and encourages department teachers to conduct extra help sessions.
- Organizes and attends meetings at the department, school and district levels.
- Maintains parental contact and monitors teacher/parent communication.
- Works closely with guidance department regarding student scheduling problems, changes and student progress.
- Develops and implements a plan for the use of community personnel and/or activities to enhance the department instructional process.
- Disseminates and monitors the implementation of Board goals.
- Communicates to department staff administrative directives.
- Compiles reports, data and information as necessary.
- Distributes information to students concerning competitions, community service projects and career awareness.
- Communicates department concerns to the administration
- Maintains communication with the building and central administration.
- Prepares monthly and/or yearly reports regarding department programs, budgets, concerns, supervision, etc.
- Prepares news releases for local newspapers on an “as needed” basis and submits to designated individual when appropriate.
- Performs other duties and responsibilities incidental to the office or as assigned by the principal or designee.

Job Responsibilities for Clubs and Activities Supervisor

Supervise Club Advisors (88)

- Enhance community involvement in the total school program
- Investigate Clubs with community-based organizations
- Coordinate with Principal development of new clubs/activities.
- Maintain relationship with staff and students to foster new ideas.
- Evaluate need, monitor fiscal budget
- Evaluate surveys
- Recommends initial club/activity
- Makes 2 formal evaluations staff and activities for renewal or cancellation.
- Develops and implements a viable professional development plan (application) for implementation of new clubs/activities.
- Circulates informational publications and informs staff on the processes.
- Analyzes staffing and makes recommendations for improvement to the Principal.
- Facilitates articulation of the educational programs.
- Conducts periodic audit of the department reports and recommends modifications in cooperation with building administrator.
- Implements and evaluates important potential pilot programs.
- Reviews audits at appropriate intervals to assure that the requirements of the clubs and activities guide are being delivered.
- Develops and implements a plan for the use of community personnel and/or activities to enhance the relationship.
- Compiles reports, data and information as necessary.
- Communicates concerns to the administration.
- Maintains communication with the building.
- Prepares bi-yearly reports regarding programs, budgets, concerns, supervision, etc.
- Performs other duties and responsibilities incidental to the office or as assigned by the principal or designee.