

Caldwell – West Caldwell Public Schools

Job Description

Title: **Director of Athletics**

QUALIFICATIONS:

1. New Jersey Principal Certificate or Supervisor Certificate
2. Experience in administering a secondary interscholastic program
3. Such alternatives to the above that the Board may find appropriate

REPORTS TO: High School Principal and Superintendent

RESPONSIBILITIES:

1. Supervise the Health/Physical Education program
2. Serve as the immediate supervisor of all personnel associated with the interscholastic sports program
3. Recruit, screen, and recommend coaches
4. Direct all activities related to athletic events, including scheduling, care and maintenance of equipment, personnel, crowd control, medical provisions, and transportation
5. Cooperate with the Supervisor of Maintenance and Operations in maintaining all athletic facilities
6. Be present at athletic competitions when practical
7. Work with school staff in checking eligibility
8. Maintain and administer a budget that provides for the safety and proper appearance of all athletes
9. Act as a Board of Education liaison with all recognized booster clubs and educate the booster clubs on Board policy, NJSIAA regulations, and other matters pertinent to the efficient operation of the athletic program and the well-being of the athletes
10. Maintain records of the results of all athletic competitions
11. Work with the athletic trainer to ensure all participants are medically cleared for participation
12. Assist the principal in duties related to instruction, staff supervision, and staff evaluation

13. Assist in the recruitment, screening, hiring, and assigning of secondary school instructional personnel
14. Assist in maintaining discipline throughout the school and deal with special cases as necessary
15. Perform such other duties that the principal or superintendent may assign