



HACKENSACK PUBLIC SCHOOLS
191 Second Street, Hackensack, NJ 07601

JOB DESCRIPTION

TITLE:	Director of Athletics	
REPORTS TO:	Superintendent or Designee	
DATE APPROVED:	Readopted – March 2021	BY: Board of Education

NATURE AND SCOPE OF JOB:

Provides leadership in the development, organization, implementation, coordination, and evaluation of the athletic programs, including budgeting and fiscal management of the budget; ensures compliance with all policies/regulations; coordinates the District interscholastic and inter/intramural athletic activities and evaluates all subordinate staff and coaches.

QUALIFICATIONS:

1. Hold a New Jersey administrative certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11, with a supervisor endorsement (N.J.S.A. 18A:26-2.1 and N.J.A.C. 6:11-9.3 and 9.6)
2. Must hold a Master's Degree from an accredited college for university.
3. Hold and maintain current first aid certification and CPR certification.
4. Demonstrate leadership in budget development, fiscal responsibility data-analysis and coordination of athletic programs.
5. Demonstrate excellent organizational skills and the ability to motivate people.
6. Have integrity and demonstrate good moral character and initiative.
7. Demonstrate a deep understanding of the regulations regarding the operation of the Athletic Program and all athletic extra-curricular programs.
8. Exhibit a personality that demonstrates enthusiasm and interpersonal skills that relates well with students, staff, administration, parents, and the community.
9. Demonstrate aptitude and competence for assigned responsibilities.
10. Provide proof of U. S. citizenship or legal resident alien status and required criminal background check.
11. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education.
12. 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 N.J.A.C. 6:3-4A.4.
13. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6A:32-6.3.
14. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

TERMS OF EMPLOYMENT:

Twelve (12) month work year; salary and benefits as per the Collective Bargaining Agreement; and all conditions established by the laws of the State of New Jersey, and policies and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

PERFORMANCE RESPONSIBILITIES:

1. Oversees scheduling, organizing, and supervising of interscholastic and extra-curricular athletic activities; maintains requisite records for the athletic programs.

2. Supervises, hires and manages seasonal coaches and athletic staff, including interscholastic and inter/intra athletic staff, in conjunction with the Superintendent or Designee.
3. Provides regular and clear communication regarding athletics to students, teachers, coaches, administration and community.
4. Provides leadership for reviewing and modifying the Athletic Program.
5. Ensures compliance with the policies of the Board of Education, the by-laws of the New Jersey State Interscholastic Athletic Association (NJSIAA), and with the rules for eligibility and participation in athletics in accordance with NJSIAA and Conference Standards.
6. Attends County and League Athletics meetings as well as athletic functions of Hackensack Public Schools.
7. Observes and evaluates coaching staff.
8. Develops and coordinates the Athletic Department budgets.
 - Ensures all athletic financial related transactions are in compliance with Policy #6630
 - Ticket sales must be sequentially numbered
 - Cash and check transactions are deposited within 48 hours of collection
 - Financial Software used to track all expenditures and receipts
 - Checking account reconciled on a monthly basis
 - All transactions have proper documentation
 - All payments made in accordance with established purchasing procedures of the district
9. Participates in the recruitment and selection of department personnel; conducts orientation and ensure all required training.
10. Coordinates the development and on-going review the District Athletic Handbook to include but not limited to:
11. A standard Physical Form with procedures to follow.
12. A Parental Permission Form for students to participate in each sport during the year.
 (Example: student plays football, basketball and baseball, there should be three (3) parental permission forms.)
 - A standard Physical Form with procedures to follow.
 - A Parental Permission Form for students to participate in each sport during the year.
 (Example: student plays football, basketball and baseball, there should be three (3) parental permission forms.)
 - An Academic Eligibility Form to ensure eligibility for students. This form will be signed by the Athletic Director, Principal, and Guidance Counselor and sent to teach coach and to the Assistant Superintendent.
 - A Coaches' Evaluation Form.
 - A Medical Emergency Procedures Form for an away event.
 - An Equipment Form for each athlete.
 - A Public Relations Form for Cable/TV, Radio, Newspapers, Elementary Schools, and Computer-Online Services.
 - A Game/Event Workers Sign-Off form for each event. List worker's name, job, times, dollar amount, event and date and have each employee sign-off.
 - A District Roster Form.
 - A Ticket Receipt Form for incoming money for each event.
 - An Expenditure Form for outgoing money for each transaction from ticket sales.
 - A Concession Incoming Revenue Form.
 - A Head Coaches' Evaluation Form.

- A Coaches' Observation Form.
 - Procedures for the safe and effective operation of the concession stand.
 - A Discipline Code for Athletes.
13. Ensures equity in athletics and compliance with Title IX regulations.
 14. Supervises concessions at athletic events.
 15. Maintains a coaches' end of season report which will include:
 - Scores of every contest held.
 - Records (school, district, state, league) established by the team or individual participant.
 - Honor and award winners.
 - Individual participation summaries.
 - Recommendations for next season.
 - Annual inventory at the end of the season and prior to ordering for the next season.
 - Budget request from each coach.
 - Eligibility lists – kept up-to-date for all individual and team participants.
 - Letter winners and awards.
 16. Arranges transportation for all athletic teams and interscholastic and inter/intramural athletic activities, as needed.
 17. Contracts officials for all home games. There should be on file a written contract with each official assigned to work at the school for an athletic event.
 18. Provides for the proper administration and supervision of all athletic contests. This would include:
 19. Crowd Control
 20. Selling and taking of tickets.
 21. Arranging for sufficient police/security coverage.
 22. Arranging for medical and ambulance coverage.
 23. Providing seating facilities for teams and spectators.
 24. Providing necessary facilities for the visiting team.
 25. Providing the necessary game equipment.
 26. Setting up the facility for game time.
 27. Receipts and records for all of the above.
 28. Assigns bus driver for Athletic Programs as necessary.
 29. Establishes and monitors procedures that create and maintain attractive, organized, functional, healthy, clean, and safe facilities, with proper attention to the visual, acoustic, and thermal environments.
 30. Regularly inspects all department facilities and grounds to ensure compliance with all applicable codes and regulations.
 31. Establishes a professional rapport with students and with staff that earns their respect. Maintain visibility with students, staff, parents, and the community, attending practices and events regularly.
 32. Displays the highest ethical and professional behavior and standards when working with students, parents, school personnel, and agencies associated with the school.
 33. Completes in a timely fashion all records and reports as required by law and regulation or requested by the Superintendent. Answer correspondence promptly.
 34. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent.
 35. Protects the confidentiality of student data, and all records and information gained as part of exercising professional duties, and use discretion in sharing such information, within legal confines.
 36. Observes strictly to avoid the appearance of conflict, all requirement of the School Ethics Act (N.J.S.A. 18A:12-21 et seq.) regarding conflicts of interest in employment, purchasing, and other

<p>decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.</p> <p>37. Adheres to New Jersey School Law, State Board of Education Rules and Regulations, Board of Education Policies, Regulations and Procedures, and contractual obligations.</p>
<p>PHYSICAL DEMANDS:</p> <p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of this position.</p> <p>Unless reasonable accommodations can be made while performing this job, the staff member shall:</p> <ol style="list-style-type: none"> 1. Sitting, standing and walking for required periods of time. 2. Speaking, listening and visual acuity. 3. Use close vision, color vision, peripheral vision and depth perception along with the ability to adjust focus. 4. Able to communicate effectively in English, verbally and in writing, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication. 5. Use strength to lift and/or move up to a maximum of 20 pounds to perform the functions of the job. 6. Reaching, lifting, bending, kneeling, stooping, pushing, pulling, finger dexterity, and repetitive motions, to handle objects and operate tools, computers, and/or controls.
<p>ENVIRONMENTAL DEMANDS:</p> <p>The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.</p> <ol style="list-style-type: none"> 1. Exposure to a variety of childhood and adult diseases and illnesses. 2. Occasional exposure to a variety of weather conditions. 3. Exposure to heated/air conditioned and ventilated facilities. 4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment. 5. Function in a workplace that is usually moderately quiet but that can be noisy at times.
<p>EVALUATION:</p> <p>Performance of this job will be evaluated annually in accordance with New Jersey State Law and the provisions of Board policy on evaluations.</p>