
TITLE: Coordinator of Competitive Sports

QUALIFICATIONS:

1. Valid New Jersey Supervisor Certificate preferred
2. Minimum experience as determined by the board
3. Demonstrated leadership in the organization and administration of a district-level athletic program
4. Ability to maintain a positive learning environment and high standards of conduct for athletes
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Principal

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. Primary point of contact for all district athletics.
2. Organizes and administers, in collaboration with the principals, the district's program of extracurricular athletics and assumes responsibility for the scheduling of all intramural and interscholastic athletic events.
3. Develops and implements, in collaboration with the principals, appropriate rules and regulations governing the conduct of athletic activities and ensures compliance with the rules promulgated by sports competitions.
4. Verifies each athlete's eligibility according to established physical and academic requirements, in collaboration with School Nurse and Physician, of eligibility for participation in each sport and obtains written parent permission for students to participate.
5. Prepares and administers the athletic program budget and requisitions program supplies, equipment, and uniforms.
6. Arranges with the School Nurse for the physical examinations of all athletes prior to each season.
7. Maintains records of athletic contests and award winners and plans and supervises an annual recognition programs for athletes, orders trophies and certificates.
8. Meet with coaches to review handbook, necessary training and emergency procedures, Policies 2431; 2431.3; 2431.4.
9. Arrange for and pay referees/umpires.
10. Organize parent meeting prior to each season, in order to establish chain of command and review handbook.
11. Maintains athletic calendar and website as a means to ensure timely parent communication.

Operations

1. Assumes responsibility for the proper supervision of home games and the availability of game officials, physicians and security personnel. Regularly checks in on practices, home and away games.
2. Assumes responsibility for compliance with board-adopted emergency medical procedures for all practice sessions and competitive events, including AED/CPR and concussion training of personnel.
3. Arranges for the transportation for athletic competitions.
4. Supervise all ticket sales and fundraising events of the athletic program and assumes responsibility for proper handling of funds.
5. Arranges field and gym practice schedules.
6. Supervises the care, maintenance and storage of all athletic equipment, supplies, and uniforms, and maintains a current inventory.
7. Promotes good school-community relations and support through effective communication regarding the district's athletic program.

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8. Upholds and enforces school rules, athletics handbook, administrative regulations and board policy. Publish and post schedules online and relevant team information for coaches/students.
 9. Update hotline/website daily. Maintain all communications about sports via hotline and website.
 10. Coordinates maintenance needs for home fields.

Personnel

1. Supports the principal in the selection, assignment and evaluation of athletic coaches.

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: July 28, 2021

LEGAL REFERENCES:

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| 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 |
| 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:9-5 | General certification policies |
| N.J.A.C. 6A:9-8 | Requirements for instructional certificate |
| N.J.A.C. 6A:9-9 | Instructional certificates |
| N.J.A.C. 6A:9-12.3 | Authorization |
| N.J.A.C. 6A:9-12.6 | Supervisor |
| N.J.A.C. 6A:9-14 | Acting administrators |
| N.J.A.C. 6A:9-15 | Required professional development for teachers |
| N.J.A.C. 6A:9-16 | Required professional development for school leaders |
| 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:32-4.4 | Evaluation of tenured teaching staff members |
| N.J.A.C. 6A:32-4.5 | Evaluation of non-tenured teaching staff members |
| 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.