

# **SCHOOL DISTRICT OF THE CHATHAMS**

## **Extracurricular Activities**

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**TITLE:           ALTHLETIC DIRECTOR/SUPERVISOR OF COMPREHENSIVE  
HEALTH AND PHYSICAL EDUCATION**

**QUALIFICATIONS:**

1. Possession of or eligibility for a valid New Jersey administrative certification with a Principal or Supervisor endorsement.
2. Possession of a valid New Jersey instructional certification with a Physical Education and Health education endorsement is preferred.
3. Possession of a Master's degree in Physical Education or Health content or education, or Athletics administration, is preferred.
4. A minimum of five (5) years secondary teaching experience in one or more of the subject areas this position supervises.
5. A minimum of five (5) years interscholastic coaching experience.
6. Proficiency with technology; spreadsheets, report-writing, etc. Ability to utilize district programs and systems.
7. Effective project-management, problem-solving, organizational, human relations, and written and verbal communication skills.
8. Abilities to communicate and work effectively with staff, students, parents, and other school district constituencies.
9. Abilities to analyze a situation accurately, and adopt and implement an effective course of action.
10. Required criminal history background check, proof of U.S. citizenship or legal resident alien status, meets NJ Residency requirements
11. Required physical examination, meeting standards outlined in the District Physical Examination Form.
12. Such alternatives to the above qualifications as the Board may find acceptable.

**REPORTS TO :**

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The Supervisor/A.D. shall take direction from, and be responsible to, the Assistant Superintendent for Curriculum and Instruction for curricular matters and Principals for co-curricular matters. S/he shall work collaboratively with Principals in the day-to-day and long-term supervision of his/her departments.

**SUPERVISES:** Comprehensive Health and Physical Education Departments

### **POSITION SUMMARY :**

The Supervisor of Athletic Director ("Supervisor/AD.") will be responsible for the instructional leadership of the Physical Education and Health departments in grades K - 12 and the development and supervision of the district's interscholastic athletic program in accordance with Board Policy and the guidelines of the N.J.S.L.A.A. This involves the supervision of staff and coaches, the monitoring of student progress, and the evaluation and development of program. The Supervisor/A.D. will provide leadership in the formulation of goals, plans, policies and budgets related to his/her departments, and recommend them to Principals or the Assistant Superintendent for Curriculum, Instruction and Assessment as may be appropriate. The Supervisor/A.D. will collaborate with district administrators, faculty and staff, and other district constituencies as needed to accomplish the goals of the position.

### **PERFORMANCE RESPONSIBILITIES:**

Demonstrates the necessary leadership skills and personal characteristics to carry out the philosophy and program of instruction of the School District of the Chathams:

#### **A. INSTRUCTIONAL SUPERVISION**

1. Supervises and evaluates department staff members in grades 9-12 in conjunction with Principals.
2. Monitors instruction of Board-approved curricula in Comprehensive Health and Physical Education.
3. Works with teachers in all aspects of Comprehensive Health and Physical Education instruction, including articulation from grade to grade.
4. Leads teachers in monitoring the progress of students through analysis of assessment results.
5. Works collaboratively with teachers to integrate instruction across content areas.
6. Gives direction and provides leadership to Assistant Principals in their

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subordinate supervision of department staff members and instruction in their buildings as needed.

### B. CURRICULUM DEVELOPMENT AND REVISION

1. Provides leadership in the development of Comprehensive Health and Physical Education curriculum in grades K-12.
2. Develops and carries out long-range plans for the Comprehensive Health and Physical Education programs.
3. Works with Principals in all aspects of the Comprehensive Health and Physical Education curricula, including articulation from grade to grade.
4. Works collaboratively with Principals and other Supervisors to integrate instruction across content areas.

### C. ATHLETICS

1. Serves as the primary evaluator of head coaches, and participates in the evaluation of assistant coaches, volunteers and other individuals involved with the district Athletics program; consults with the Principal in this evaluation process.
2. Annually recommends to the high school Principal the appointment of all head coaches, assistant coaches, volunteers and other individuals involved with the district Athletics program.
3. Annually collects data and reports to the Board of Education on student participation, staffing, and costs for each sport.
4. Analyzes data, including recommendations from head coaches, to prepare an annual Athletics budget for recommendation to the high school Principal.
5. Ensures the effective and efficient selection, ordering, issuing, maintenance, and storage of all athletic equipment and supplies.
6. Arranges schedules, transportation, contracts, and officials for all athletic contests.
7. Regularly attends and represents the administration at athletic contests, sports banquets and special events.
8. Responsible for publicity and public relations concerning interscholastic athletics; promotes cooperation with community sports organizations through open communication and attendance at meetings upon request.
9. Meets regularly with coaches on an individual and group basis in order to maintain good rapport and communication about policies, procedures, and philosophy of the school system.
10. Maintains complete athletic records for all sports on electronic as well as print media.

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11. Determines the eligibility of all athletes in accordance with N.J.S.I.A.A. rules.
12. Provides for the proper administration, conduct, and supervision of all home athletic contests, and attends these events on a regular basis.
13. Collaborates closely with Athletic Boosters.
14. Represents the school system at all league and state level meetings related to the interscholastic athletic program.
15. Supervises students who are assigned independent study programs.
16. Promotes cooperation with community sports programs and works with Recreation personnel in providing a community recreation program.

## **D. PROFESSIONAL DEVELOPMENT**

1. Conducts orientation and training for new department staff members.
2. Provides for ongoing professional development of all department staff.
3. Maintains a high level of expertise in Comprehensive Health and Physical Education education; keeps abreast of current research and recommendations; and leads departmental study of same.
5. Uses evaluation for self-improvement, carries out individual professional development plan, and carries out other supervisory directions.
6. Maintains active membership in professional organizations related to Athletics, and attends and contributes to conferences and workshops in that area.

## **E. ADMINISTRATION AND OPERATIONS**

1. Participates in the recruitment and selection of department personnel.
2. Chairs system-wide committees and study groups as required.
3. Plans and participates in information sessions for Board and public as required.
4. Serves as liaison with community groups as required.
5. Prepares department budgets and oversees ordering and disbursement of instructional materials.
6. Contributes to efforts to accomplish system-wide goals and school objectives.
7. Assists in upholding and enforcing school rules, administrative regulations, and Board Policy.
9. Advises the Supervisor of Buildings & Grounds on all matters related to the maintenance and use of district physical education facilities including all gymnasiums, playgrounds, and playing fields.
10. Works closely with Buildings and Grounds staff and contractors to ensure safe conditions for the physical education program of the district.
11. Schedules use of indoor and outdoor facilities with appropriate consideration for other school programs.

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12. Performs other duties within the scope of his/her employment and certification as may be assigned by his/her supervisor(s).

#### **EVALUATION:**

The Supervisor/AD, shall be evaluated by the Assistant Superintendent for Curriculum and Instruction. Principals shall provide evaluative input and recommendations regarding the Supervisor/A.D.'s performance to the Assistant Superintendent for Curriculum and Instruction, with particular emphasis on input from the high school Principal relative to Athletics supervision and leadership. Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff.

#### **APPOINTMENT:**

The Supervisor/A.D. shall be appointed annually by a majority vote of the full Board of Education. The position shall be a twelve-month position, and shall be eligible for tenure.

**APPROVAL DATE:** 10/17/2011

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