

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

DIRECTOR OF HEALTH, PHYSICAL EDUCATION & FAMILY LIFE & ATHLETICS

QUALIFICATIONS:

1. Master's Degree from an accredited college or university.
2. Valid New Jersey Principal/Supervisor Certificate.
3. Valid New Jersey Teaching Certificate.
4. Minimum three (3) years teaching experience, preferably in physical education.
5. Minimum two (2) years successful experience as a School Administrator.
6. Experience in organizing, planning interscholastic and intrascholastic athletic programs.
7. Knowledgeable of NJSIAA rules and regulations for interscholastic athletic competitions.
8. Excellent organizational skills.
9. Experience in working in a multicultural, multiethnic environment.

REPORTS TO:

Chief Academic Officer/Assistant Superintendent Curriculum-Instruction

JOB GOAL

SUPERVISES:

Supervisor of Health, Physical Education and Family Life, all athletic staff, i.e., coaches, trainer, equipment managers, timers, etc.

JOB FUNCTION:

To provide each enrolled student an opportunity to participate in an extracurricular athletic activity that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sport, and the principles of fair play.

RESPONSIBILITIES:

1. Develops and supervises an effective, comprehensive and equal curriculum of health, physical education and Family Life for all students in the elementary and secondary schools.
2. Organizes and administers the overall extracurricular athletic program both intramural and interscholastic for the District.
3. Supervises the district health and physical education program through the supervisor of health, physical education and family life.

4. Plans and conducts in-service workshops and demonstrations concerned with instructional techniques as well as fundamental principles of a wide variety of physical activities, Family Life programs, health activities and employee and student assistance programs.
5. Develops the schedules for all inter- and intra-scholastic events.
6. Processes the necessary paperwork to ensure prompt payment for services rendered by athletic teams and intramural activities.
7. Recruits, interviews, screens and recommends qualified persons to fill vacancies in the health, physical education and athletic programs.
8. Hires, schedules and trains officials and workers for all events.
9. Processes the necessary paperwork to ensure prompt payment for services rendered by athletic officials.
10. Prepares all requisitions for athletic supplies, equipment and uniforms.
11. Plans, develops and oversees the budget for the entire district health, physical education and athletic programs and is responsible for instituting checks and balances.
12. Arranges for transportation for teams and staff to compete in sporting events outside and within the District.
13. Evaluates all athletic facilities and makes recommendations for maintenance, repair and upgrade.
14. Attends home/away sporting contests to ensure a successful sport event.
15. Acts as spokesperson for the District at health, physical education and athletic events.
16. Remains abreast of NJSIAA rules and procedures and provides training to coaches.
17. Remains abreast of NCAA recruitment of athletes regulations and provides training to coaches.
18. Acts as an advisor to athletes and their parents regarding college recruitment for scholarships.
19. Oversees collection and submits gate receipts to the Business Office.
20. Oversees selling tickets for athletic events, when necessary and keeps a record of all gate receipts given to Business Office.
21. Arranges and schedules all athletic physicals.
22. Checks conditions of playing areas, postpones events when necessary after consultation with supervisor, notifies coaches, officials, opponents, cancels transportation and reschedules events when possible.
23. Implements policies and procedures that ensure the safety of all athletes and staff.
24. Develops and implements rules and regulations governing the conduct of athletic activities and health and physical education.
25. Coordinates the custodial and security services for all games and contests.
26. Supplies coaches with appropriate updated rules and regulations for their respective sport.
27. Meets with coaches to evaluate their performance, to keep them abreast of school policies and procedures, and to discuss concerns raised about the program.
28. Prepares, submits and administers District-wide annual physical education, health, athletic budget.

29. Administers the insurance program covering school athletics and assumes the responsibility for processing of reports and claims.
30. Keeps records of all results of athletic events and maintains a record file of all award winners stating date and type of award, including athletic scholarship.
31. Arranges all details of visiting team's needs, as appropriate.
32. Verifies the eligibility of each athlete according to established physical and academic requirements for participation on each athletic team.
33. Makes arrangements for non-school use of playing fields and facilities.
34. Arranges provisions for meals for athletes and coaches when opponent is 60 miles or more from district.
35. Attends appropriate and necessary health, physical education and athletic meetings and conferences.
36. Oversees an effective districtwide Family Life Program through Supervisor of Physical Education, Health and Family Life.
37. Performs such other duties related to the operation of the Health and Physical Education Department as assigned by immediate supervisor (or person designated by immediate supervisor), including functions of any equal or lower level position.

**TERMS OF
EMPLOYMENT:**

Twelve (12) months

BARGAINING UNIT:

TASA – Trenton Administrators and Supervisors Association.

SALARY:

In accordance with TASA Contract.

STATUS:

Hourly _____ Salaried X
Exempt _____ Non-Exempt X

EVALUATION:

Performance of this position will be evaluated annually in accordance with provisions of the Board's policies and procedures on evaluation of Administrative Personnel.

BOARD APPROVAL:

Board Approved
12/6/2010

Board Approved
October 26, 2015