

MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT

ASSISTANT PRINCIPAL IN CHARGE OF DISTRICT ATHLETICS

QUALIFICATIONS:

1. At least five years of successful experience in teaching.
2. A Master's Degree or higher.
3. Principal certification required.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PRIMARY FUNCTION:

To assist the superintendent, middle school and high school principals substantially and effectively by providing leadership in developing, achieving, and maintaining the best possible interscholastic athletic program and to assist and support the principal to ensure administration of the district's educational programs, policies and regulations.

REPORTS TO:

Superintendent or his/her designee.

SUPERVISES and EVALUATES:

Such staff members as assigned by the Superintendent or his/her designee.

TERMS OF EMPLOYMENT:

Twelve Month Year; Salary as established by the Board of Education and Matawan Regional Administrators' Association Agreement.

EVALUATION:

Performance of this job will be evaluated by the Superintendent or his/her designee in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

PERFORMANCE RESPONSIBILITIES will include the following:

1. Assists, in coordination with the building administration, in the determination of types of athletic programs needed by the middle school and high school and makes appropriate recommendations utilizing a continuous evaluation of program activities through surveys, polls, evaluation ratings by participants, and other similar tools.
2. Directs, coordinates, supervises, and evaluates in cooperation with the building administration, the work of all staff members employed as coaches or assistant coaches and athletic trainer, as well as regular teaching staff, and makes appropriate recommendations to the Superintendent for their selection and assignment and continuing reemployment or termination.

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PERFORMANCE RESPONSIBILITIES (continued)

3. Prepares and submits a monthly report on attendance, activities, special events and achievements for each separate athletic activity in operation; and, submits an annual report at the end of each year; and, submits a calendar of upcoming athletic events to all school buildings and staff.
4. Prepares drafts of needed Board Policies and administrative rules for the Superintendent's review and action with regard to student activities and interprets the athletic program, philosophy, and policies of the district to staff, students and the community at large.
5. Plays a significant leadership role in planning and in-service education for the professional staff involved in athletics and regular educational programs.
6. Establishes in cooperation with the building and central office administration effective liaison with various offices and agencies that may provide specialized or professional help to students and their parents, and serves as the resource person to those offices.
7. Maintains current knowledge of all pertinent rules, regulations, and statutes, and assures that the athletic program meets such requirements and standards.
8. Assumes responsibility for the collection, review, and submission of all forms and reports relative to the program to the administration, the Board, and to state, federal and other agencies.
9. Reviews, in cooperation with building administration, regularly scheduled, ongoing activities utilizing school grounds, gymnasiums, tennis courts, and other recreation facilities during non-school hours and during summer vacation periods and makes recommendations regarding facilities use policy.
10. Coordinates and oversees, in cooperation with the building administration and the business office, the collection of revenues, payroll, and accounts payable for the athletic programs and submits a monthly financial report to the Principal and School Business Administrator.
- 11. Routinely attends, on a rotating basis, the various activities for the purposes of observation, evaluation, and guidance for the effective supervision and evaluation of effective programs.*
12. Collaborates with teachers, the building administration, and other school personnel in sharing information concerning students, and helps establish methods for improving student discipline.

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PERFORMANCE RESPONSIBILITIES (continued)

13. Resolves discipline appeals in the area of sports and in the regular educational program in a fair and just manner, and maintains records of any disciplinary action taken.
14. Helps plan and coordinate, in cooperation with building and central office administration, school participation in district and community special events such as fundraising, civic celebrative parades, Special Olympics, the HAM Program (*Hazlet-Matawan Therapeutic Recreation Program*), and the like.
15. Secures and assigns personnel from the staff and from outside agencies, as appropriate, to expedite activities and provide proper supervision and security for all athletic programs.
16. Prepares and processes yearly budget requests and necessary requisitions and/or purchase orders for the services, supplies and equipment necessary for all athletic activities *and regular program needs*.
17. Assumes the responsibility for the organization and scheduling of all interscholastic activities and maintains a file of all signed contracts with other school districts.
18. Coordinates the completion of physical examines for all athletes prior to the beginning of each season.
19. Assumes responsibility for own professional development; for keeping current with the literature, new research findings, and improved techniques in specialized areas; and for attending appropriate professional meetings, as time and resources permit and with prior approval.
20. *Serves as principal in the absence of the regular principal.*
21. *Nusing services: budgeting, professional development, health curriculum, supervision and medical-athletic clearance.*
22. *Assists the principal in the overall administration of the school.*
23. Performs such other administrative tasks as assigned by the Superintendent or his/her designee.

DATE ADOPTED BY BOARD: April 22, 2013

AGREED TO BY INCUMBENT: _____

DATE: _____