



West Windsor-Plainsboro Regional School District

Job Description

Job Title: Athletic Director
Department(s): Athletics, Health, Physical Education and Driver Education
Reports To: Deputy Superintendent
Salary Guide: WWPAA; 12-month Contract
Prepared Date: May 23, 2023

Position Summary: The Athletic Director (s), either directly or through the proper delegation of authority, provides leadership in planning, and the development, coordination, and evaluation of the district's Athletic Program and Health, Physical Education and Driver Education Department.

Qualifications: Master's Degree required. Valid New Jersey Supervisor endorsement and a New Jersey Health and Physical Education Teaching endorsement. Two to three years' experience in athletics. Demonstrated leadership in school improvement, program development, and curriculum integration programs.

Essential Duties and Responsibilities

Athletics

- Provide leadership in the planning, development, implementation, and evaluation of the district's comprehensive athletic program; coordinates and supervises related activities.
- Develop short and long range plans for maintaining and improving the athletic program; based on knowledge of research, current practice, national and state initiatives, student outcomes, and program evaluation.
- Assist in the determination of staffing needed by the schools through careful evaluation and research and make appropriate recommendations to the deputy superintendent.
- Define and implement best practices and continuous improvement strategies with high expectations for the department.
- Review research, developments, and innovations in athletics by reading current literature, attend professional and association workshops, conferences, and discussing developments of mutual interest with the administrative staff.
- Maintain thorough knowledge of the NJSIAA and CVC rules and regulations governing interscholastic athletic competition.
- Maintain professional competence and continuous improvement through continuing education and professional development activities.
- Prepare and administer the department budget, and assist in the preparation of the district's annual budget; make financial recommendations for athletic program and major equipment purchase.

- Responsible for assuring that state and federal mandates and district policies regarding athletics are carried out.
- Assume responsibility for the preparation and timely submission of all required documents and reports, in order to assure district compliance with legal requirements.
- Keep informed of all legal requirements governing athletics under the administrative code, State/Federal law and board policy.
- Develop and maintain the department's database, records, inventories, and reports necessary for the efficient operation of the athletic department.
- Assist and advise the deputy superintendent with the establishment of annual staffing goals, improvement objectives, and personnel and supervisory needs.
- Maintain practices for recruiting and retaining highly qualified coaches
- Establish procedures for evaluation, placement and development of coaches
- Organize and monitor the observations of practice sessions and competitive athletic events and the evaluation of performance for the athletic staff (including professional and support staff).
- Conduct orientation and/or training workshops for coaches.
- Maintain visibility at athletic events, competitions, and practices.
- Attend and supervise home athletic contests and arrange transportation for away athletic contests.
- Initiate, facilitate and maintain liaison with the parents, community athletic programs, booster clubs, agencies and other resources to enhance the athletic program.
- Promote athletics within the community through multiple platforms.
- Interpret the objectives of the district's athletic program and provide informative communications to parents, students, staff, and the community.
- Work closely with parent groups, and as appropriate, individual parents.
- Establish ongoing relationships and programming for student-athlete development
- Articulate with the school counseling department to provide student-athlete guidance on college athletics, scholarships, recruiting, and NCAA requirements.
- Monitor athletic facility maintenance and equipment needs in collaboration with district administration and buildings and grounds department.
- Develop and maintain a program for athletic awards.
- Participate on district and community advisory committees and athletics associations.
- Report regularly to the deputy superintendent on any developments or problems within the district coming to his/her attention and requiring the deputy superintendent's awareness or action.
- Supervise, direct, and evaluate the activities of clerical/administrative support staff.
- Attend board meetings and prepare reports as requested by the deputy superintendent. Attend and preside over other meetings as the deputy superintendent designates.
- Accept from the deputy superintendent such responsibilities as the deputy superintendent chooses to delegate, and assumes full responsibility for discharging them.

Health, Physical & Driver's Education

- Provides leadership in the planning, development, implementation and evaluation of comprehensive health/physical education/driver education programs for the district.
- Based on knowledge of research, current practice, national/state initiatives, student outcomes and program evaluation, develops short and long-range plans for maintaining and improving physical education programs.
- Is responsible for the writing of programs and curriculum based on research and student needs, which include: program objectives, course proficiencies, scope and sequence, instructional activities, methods of student assessment and standards of achievement in health/physical education.
- Ensures quality instruction, coordination, and continuity of health/physical education/driver education curriculum
- Works cooperatively with other departments to provide for articulation across program and curriculum areas and to improve the educational opportunities and support services for all students.
- Provides professional development, training, and resources for staff and students pertaining to the health and safety of the student experience and physical well-being.

LANGUAGE SKILLS

Must have outstanding communication skills, ability to respond to inquiries, and interpersonal skills, as well as the ability to interact effectively in a team environment.

MATHEMATICAL SKILLS

Must have excellent ability to calculate figures, analyze mathematical data, and apply algebra to practical situations.

TECHNOLOGY SKILLS

Proficient in software applications pertinent to role, including but not limited to Microsoft Office, Microsoft Excel, Google Suite, Raptor technologies, personnel database software, IEP software program, Genesis Employee Portal and Student Information System. Ability to conduct staff meetings synchronously and asynchronously.

EVALUATION OF PERFORMANCE

Performance of this position will be evaluated annually by the Deputy Superintendent in accordance with the New Jersey Administrative Code and Board of Education policy for the Evaluation of Administrative Personnel.

PHYSICAL DEMANDS

Physical Demands include the ability to remain in a stationary position when necessary, occasionally move about the building to access colleagues and/or supplies. Ability to operate a computer and/or other office machinery. Must be able to securely file

confidential documents. Ability to communicate verbally, and in writing via technology devices or handwritten correspondence. The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities through an interactive process of determining essential duty task completion options.

TERMS OF EMPLOYMENT

12 Month Contract. Salary and benefits as determined by the Board of Education and any applicable and collective negotiations agreement.

The information contained in this job description is reviewed and approved by the Board of Education and may be modified as district and state requirements evolve. This job description does not constitute a written employment contract.

NEW JERSEY FIRST ACT

New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires employees of all school boards to reside in the State of New Jersey unless otherwise exempted under the law.

AMERICANS WITH DISABILITIES ACT STATEMENT

External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The West Windsor-Plainsboro School District shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

The West Windsor-Plainsboro Regional School District is proud to be an Equal Employment Opportunity and Affirmative Action employer. The district does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

Board Approval Date: 5/24/2023

Certified by: CJ Comella
Director of Human Resources