



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

Page 1 of 3

POSITION: Director of Athletics

QUALIFICATIONS:

- A. Master's Degree or higher from any accredited college or university
- B. Holds a New Jersey teaching certification
- C. Holds New Jersey Supervisory or Principal Certification
- D. A minimum of five years teaching experience at secondary level
- E. Experience as a head coach or athletic director.
- F. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PRIMARY FUNCTION:

The Athletic Director is a senior administrator at Haddonfield Memorial High School. As such in addition to having supervision and management of the district athletic program they also have significant curricular and student supervision and management duties within the high school and district.

REPORTS TO:

High School Principal, Middle School Principal, and Chief School Administrator

DUTIES AND RESPONSIBILITIES:

- A. Assists in maintaining the health, safety and welfare of students and staff at Haddonfield Memorial High School as well as the athletic facilities, property and equipment throughout the district
- B. Assists the principals in providing administrative supervision at all school sponsored activities. Is responsible to attend athletic competitions or provide administrative supervision, related events such as Hall of Fame and Booster Club meetings and athletic dinners or luncheons and other extracurricular activities
- C. Establishes and maintains favorable relationships with parents, local community groups and individuals to foster understanding and solicit support for the district athletic and curricular programs



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Job Description

Page 2 of 3

- D. Keeps abreast of changes and developments in the profession both athletic and curricular by attending professional meetings, reading professional journals and other publications and discussing problems of mutual interest with others in the field
- E. Schedules all practice and interscholastic athletics for the district
- F. Arranges for certified officials for each home athletic event
- G. Arranges transportation for all athletic teams, band and cheerleaders, field trips and student excursions
- H. Provides for the proper administration and supervision of all home athletic contests
- I. Attends away athletic events of importance such as tournaments and play off games
- J. Validates the eligibility of all athletes
- K. Arranges medical exams and files medical and parental permission forms for athletes
- L. Develops the annual budget for interscholastic athletics and prepares requisitions for the proper expenditure of athletic funds
- M. Maintains an inventory of all athletic equipment and supplies
- N. Assumes responsibility for the care, maintenance and storage of athletic equipment
- O. Maintains complete athletic records for all sports
- P. Plans all pep rallies
- Q. Evaluates head coaches at end of season and assists head coaches in evaluating assistant coaches
- R. Reports maintenance problems concerning the interscholastic plant and grounds to the maintenance staff for correction
- S. Represents district at colonial Conference and N.J.S.I.A.A. meetings
- T. At the direction of the high school principal supervises and evaluates high school teachers
- U. Supports development, implementation, and evaluation of instructional services



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Job Description

Page 3 of 3

- V. Has a working knowledge of the N.J. Core Curriculum Content Standards, standards from the U.S. Department of Education and other national professional organizations, and international standards
- W. Assists the principal in providing administrative supervision at school sponsored activities by attending athletic competitions, co-curricular activities, and special events
- X. As a member of the senior administrative team at the high school, performs other duties as assigned by the principal or superintendent of schools

TERMS OF EMPLOYMENT:

Twelve month position. Salary and work year to be established by the Board

EVALUATION:

Performance of this position will be evaluated annually in accordance with the provisions of the Board of Education's policy on Evaluation and Professional Personnel.

BENEFITS:

Benefits are available to full-time employees per the negotiated contract.

BOE Approval Date:

BOE Review Date: