



## ASSISTANT PRINCIPAL OF ATHLETICS AND STUDENT ACTIVITIES

### Qualifications:

1. Appropriate New Jersey Certification
2. Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Reports to:** High School Principal and Superintendent of Schools

**Job Goal:** To work with the Building Principal by leading, planning, coordinating, and supervising the athletics program and student activities in accordance with NJSIAA rules, State laws/regulations, and Board policies.

### Duties and Responsibilities:

1. Attend all home games, meets, and contests or appoint an approved representative to act in his behalf if unable to attend.
2. Represent the school at official meetings when so authorized by the Principal.
3. Make and recommend contracts and/or agreements offering athletic contracts with the approval of the Principal (all contracts to be filed in the Athletic Director's office).
4. Select, contact, and contract officials for appropriate games and has checks prepared for payment.
5. Accomplish smooth scheduling of games and team practices so as to avoid conflict between coaches or teams regarding facilities and use.
6. Schedule all aspects of athletic events and practices, including transportation, police coverage, facilities use and keep the Principal informed concerning athletic matters.
7. Keep accurate, up-to-date inventory and issue equipment to coaches at the beginning and end of each season. Supervise the care, protection, storage, and reconditioning of all athletic equipment and supplies with the help of coaches.
8. Coordinate the compilation of the athletic budgetary requests for submission to the Principal on a priority basis for consideration for inclusion in the annual budget. Prepare specifications for the purchase of athletic equipment and supplies. Make recommendations for all purchases of athletic equipment and supplies in conjunction with the Head Coach. Prepare budgets for the Health and Physical Education Department and Health Services.
9. Recommend to the Principal the selection and assignment of the athletic staff.
10. Supervise Coaches and make recommendations to the Principal relative to the efficiency of their work in connection with the athletic program.
11. Provide a written evaluation of the work of each Coach at least once for each season.
12. Obtain written recommendations from Head Coaches regarding the appointment of all Assistant Coaches. Consider the input of the Head Coach in the evaluation of the Assistant Coaches.
13. Schedule necessary coaches meetings and assist in formulating athletic policies and submission of recommended policies to the administration. Recommend to the Principal Coaches attendance at coaching clinics as well as other staff development activities.

14. Provide for the safety and protection of each pupil participating on any athletic team representing Clayton Middle/High School and for reporting and removing hazards or other dangerous conditions which might lead to accidents. Ascertain the extent of insurance coverage for each student participation in the school's athletic program.
15. Under the direction of the Principal, be responsible for determining, scheduling, and administering the extra curricular program excluding athletics.
16. Make certain that the School Physician or a competent substitute is present during all home Varsity football games.
17. Constantly check and keep a central account of parental permission slips, eligibility slips, and physical examination slips for all pupils taking part in the athletic program at Clayton Middle/High School. Prepare, by season, student eligibility lists including co-curricular activities.
18. Administer and supervise the awarding of athletic awards and letters.
19. Maintain good public relations with the community at large as well as boosters and other community groups supportive of the athletic program.
20. Assist Principal and other administrators in conducting safety drills and inspections and with building security.
21. Assist in the selection of staff for the Health and Physical Education Department, Trainer, and School Nurse. Supervise the Health and Physical Education Department, Trainer, and School Nurse. Observe and prepare written evaluations for the Health and Physical Education Department, Trainer, and School Nurse.
22. Review lessons plans and departmental procedures for Health and Physical Education Department and Health Services. Conduct department meetings and represents the departments under his or her supervision at administrative and curriculum meetings. Order and inventories instructional materials, supplies, and equipment for the Health/Physical Education Department.
23. Serve as building administrator in the absence of the Principal.
24. He or she shall maintain written records and reports of co-curricular activities.
25. Assist in student discipline referrals and handle discipline for health/physical education referrals.
26. Supervise all student activities and work with advisors to schedule events and fund raisers.
27. Train advisors and monitor their progress in their positions.
28. Act as a liaison with the community to plan, organize, and assist in running school/community events.
29. Serve as the District liaison with the Clayton community.
30. Work with the Clayton Special Events Committee and other community organizations in representing the School District in supporting community events.
31. Promote parent/guardian involvement in their schools as required by NJ QSAC and NCLB.
32. Coordinate use of the schools' facilities by school and community organizations.
33. Annually survey the parents and community to assess how the School District's goals and programs are meeting the needs of the community.
34. Maintain lines of communication between the community and School District in promoting school events.
35. Involve community resources in the curricular and co-curricular programs of the District.
36. JROTC supervision duties
37. Perform other duties within the scope of employment and certification as assigned by the appropriate administrator.

**Terms of Employment:** 12-Month Position (July 1<sup>st</sup> through June 30<sup>th</sup>)

**Salary:** Based on the Board-approved rate.

**Evaluation:** Performance of this position shall be evaluated in accordance with Board policy.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**Approved: March 15, 2004**  
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