



HOLMDEL TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION:

SUPERVISOR OF PHYSICAL EDUCATION, HEALTH AND ATHLETICS

QUALIFICATIONS:

1. Master's Degree in Supervision and/or Administration.
2. Valid New Jersey Teacher's Certification.
3. Valid New Jersey Supervisor's Certification and/or courses in administration of secondary school athletics.
4. Organizational, communications and human relations skills.
5. Experienced in staff development and personnel evaluation.
6. Successfully completes required criminal history proof of U.S. citizenship or legal resident status.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Assistant Superintendent for Curriculum and Instruction

JOB GOAL: To provide educational experience for the participants as one phase of the school curriculum; to ensure that each enrolled student at the secondary level has 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 principles of fair play.

PERFORMANCE RESPONSIBILITIES:

1. Instructional Leadership
 - a. All Performance Responsibilities as referenced in Job Description File Code: 1.100 "Academic Supervisor" as they pertain to the physical education/health department
 - b. Organizes and administers the overall program of extracurricular athletics for the Holmdel Schools.
 - c. Provides leadership in selection, assignment and evaluation of athletic coaches and sports-related staff members (i.e., Equipment Manager, Athletic Trainer).

- d. Develops and places into operation appropriate rules and regulations governing the conduct of athletic activities.
- e. Prepares, proposes to the administration, and implements the budget for the district's athletic program.
- f. Supervises and coordinates the ordering, distribution and utilization of athletic equipment and supplies.
- g. Assumes general responsibility for the supervision of all athletic events played in Holmdel's facilities and on Holmdel's grounds including, but not limited to, making arrangements for the hiring of officials, selecting support staff, accommodating spectators, meeting the needs of visiting teams, and maintaining crowd control.
- h. Serves as a resource to coaches and administrators.
- i. Inspects the athletic fields and ensures adherence to proper safety and health precautions.
- j. Verifies each athlete's eligibility according to established physical and academic requirements for participation in each sport and provide information to the principal.
- k. Supervises all ticket sales and fund-raising events of the athletic program, and assumes responsibility for proper handling of funds.
- l. Assumes responsibility for the organization and scheduling of all interscholastic athletic events.
- m. Arranges transportation for Holmdel's participants in athletic contests.
- n. Conducts the orientation program each spring for the incoming freshman class to make them aware of the athletic activities available.
- o. Submits requisitions for all athletic equipment and supplies as determined from individual coaches in each sport.
- p. Facilitates the resolution of discipline problems that may arise in athletics; keeps principals, Superintendent and others informed as appropriate, of situations.
- q. Arranges the practice schedules for the coaches on the field and in the gymnasium, including making the necessary arrangements for the reservation of facilities.
- r. Assists with plans and arrangements for pep rallies and awards programs.

- s. Assumes leadership in the development of the varsity, junior varsity and freshman programs.
- t. Maintains an inventory of all athletic supplies and equipment with the help of the Equipment Manager.
- u. Supervises the deposit of gate receipts and the disbursement of payroll for support personnel relative to the conducting of athletic contests and maintains a record of all receipts and expenditures.
- v. Interviews and recommends the best qualified staff members available for coaching positions and Equipment Manager.
- w. Arranges for all athletes to have medical examinations in accordance with state law and district policy.
- x. Maintains records of the results of all school athletic contests and a file of team rosters, parental permission slips and award winners.

2. Professional Development

- a. Prepares, edits, places into operation, and updates on an on-going basis, a Coaches' Manual.
- b. Holds inservice meetings with the members of the athletic coaching staff.
- c. Encourages coaches to participate in professional development opportunities in their sport(s).
- d. Keeps self updated on current developments in sports management and in sport(s) within the realm of responsibility.
- e. Participates in continuous study and attends relevant conferences and workshops to maintain and enhance professional competence.
- f. Supervises and evaluates the effectiveness of the various coaches during practices and contests in accordance with Board policy concerning the evaluation of Schedule "B" personnel.

3. School and Community Relations

- a. Represents the school district at athletic meetings for the conferences and associations in which the school district is involved.
- b. Oversees the generation of publicity and press releases concerning athletics in the Holmdel Schools and responds to athletic-related media inquiries for the district as assigned.

- c. Fosters good school-community relations by keeping the community aware of and responsive to the athletic program and promotes involvement in Holmdel's athletic program for players and spectators.
- d. Promotes cooperation among and between members of the coaching staff, faculty, support personnel and administrators for the general advancement of the athletic program.
- e. Serves as a liaison to the community's athletic groups that serve as a feeder program for district athletics.

4. Other Duties

Performs such other tasks and assumes such other responsibilities as the Superintendent may assign.

TERMS OF EMPLOYMENT: Twelve-month year. Salary to be established in the Agreement between the Holmdel Township Board of Education and the Holmdel Township Administrators Association.

EVALUATION: Annually by the Building Principals of the schools in which the supervisor has responsibility, in cooperation with the Superintendent, in accordance with Board policy and the Agreement between the Holmdel Township Board of Education and the Holmdel Township Administrators Association.

SOURCE: Regular Board Meeting

DATE: January 10, 2001

REVISED: January 14, 2004

REVISED: December 17, 2008