



HOLMDEL TOWNSHIP PUBLIC SCHOOLS SCHEDULE “B” JOB DESCRIPTION: EQUIPMENT/SITE MANAGER

QUALIFICATIONS:

1. Possesses New Jersey Teacher Certification or Certificate of Eligibility with Advanced Standing or fulfills qualifications for Substitute Teacher in the Holmdel Township Public Schools.
2. Has prior experience as an equipment/site manager or in handling athletic equipment and events (preferred).
3. Demonstrates organizational abilities and skills in interpersonal relations.
4. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
5. Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Supervisor of Athletics, Health and Physical Education K-12

JOB GOAL: To serve as site manager for home or away athletic events as directed by the Supervisor of Athletics, Health and Physical Education K-12. To assist the Supervisor of Athletics, Health and Physical Education K-12 in managing and coordinating the maintenance of inventory and the distribution and collection of all athletic equipment for each sport.

PERFORMANCE RESPONSIBILITIES:

1. Instructional Leadership:
 - a. Manages home or away athletic events in the absence of the Supervisor of Athletics, Health and Physical Education K-12, or as required by the Supervisor of Athletics, Health and Physical Education K-12.
 - b. Assists the Supervisor of Athletics, Health and Physical Education K-12 when necessary in the following areas:

- i. Maintaining the inventory of all athletic equipment and uniforms by sport.
- ii. Purchasing equipment and uniforms as requested by the coaches, coordinating all equipment issues and returns, and cleaning of uniforms.
- iii. Ensuring that equipment needed for each game is provided to the head coach.
- iv. Maintaining a record of the equipment and uniform issued to each athlete.
- v. Assessing the equipment and uniforms for missing equipment and uniforms and informs the coach so that the athlete can be charged appropriately.
- vi. Overseeing that the equipment and uniforms to be reconditioned and/or repaired is inventoried, prepared for shipping and returned to the school district.
- vii. Overseeing the organization of equipment rooms/storage facilities.

2. Professional Development

- a. Keeps informed about the latest equipment in the fields of sport.
- b. Participates in continuous study and research, and/or attends relevant conferences and/or workshops to enhance knowledge in managing athletic events.
- c. Participates in continuous study and research, and/or attends relevant conferences and/or workshops to enhance knowledge in athletic equipment and the management of athletic equipment in accordance with district guidelines and budget allocations.

3. School and Community Relations

- a. Communicates effectively with the community, spectators, teams, coaches, officials, students and media during athletic events.
- b. Cooperates and shares professionally with other members of the staff.

4. Other Assigned Duties

Performs such other tasks and assumes such other responsibilities as may be assigned by the Supervisor of Athletics, Health and Physical Education K-12.

TERMS OF EMPLOYMENT: Stipend and work year to be established by the Board in accordance with the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Schedule "B" Staff and in accordance with the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

SOURCE: Regular Public Board Meeting

DATE: March 22, 1995

REVISED: **March 29, 2011**