



# **Haddonfield Board of Education**

1 Lincoln Avenue  
Haddonfield, New Jersey 08033

## **Job Description**

**Page 1 of 4**

**POSITION:**                **Director of Athletics/District Transportation Coordinator**

### **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 (70%), Middle School Principal (10%), and Business Administrator (20%) and evaluates the position.

### **DUTIES AND RESPONSIBILITIES:**

#### **A. Athletics:**

- 1. 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
- 2. 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



## **Haddonfield Board of Education**

1 Lincoln Avenue  
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### **Job Description**

**Page 2 of 4**

3. 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
4. Coordinates pre-season coaches meetings to discuss proper behavior for both athletes and coaches on and off the field. Insures all state mandated courses are taken by the coaching staff. Insures all proper state mandatory related credentials are in place prior to the first day of practice.
5. Schedules all practice and interscholastic athletics for the district
6. Arranges for certified officials for each home athletic event
7. Arranges transportation for all athletic teams, band and cheerleaders, field trips and student excursions
8. Provides for the proper administration and supervision of all home athletic contests
9. Attends away athletic events of importance such as tournaments and play-off games
10. Validates the eligibility of all athletes
11. Arranges medical exams and files medical and parental permission forms for athletes
12. Develops the annual budget for interscholastic athletics and prepares requisitions for the proper expenditure of athletic funds
13. Maintains an inventory of all athletic equipment and supplies
14. Assumes responsibility for the care, maintenance and storage of athletic equipment
15. Maintains complete athletic records for all sports
16. Plans all pep rallies
17. Evaluates head coaches at end of season and assists head coaches in evaluating assistant coaches
18. Reports maintenance problems concerning the interscholastic plant and grounds to the maintenance staff for correction
19. Represents district at colonial Conference and N.J.S.I.A.A. meetings



## Haddonfield Board of Education

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### Job Description

Page 3 of 4

20. At the direction of the high school principal supervises and evaluates high school teachers
21. Supports development, implementation, and evaluation of instructional services
22. 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
23. Assists the principal in providing administrative supervision at school sponsored activities by attending athletic competitions, co-curricular activities, and special events
24. Confirms with all state laws and regulations regarding school transportation.
25. As a member of the senior administrative team at the high school, performs other duties as assigned by the principal or superintendent of schools

#### B. Transportation:

1. Conforms with all state laws and regulations regarding school transportation.
2. Maintains safety standards in conformance with state and insurance regulations and develops a program of preventive safety.
3. Recruits, trains, and supervises all transportation personnel, and makes recommendations on their employment, transfer, promotion, and release.
4. Cooperates with school principals and others responsible for planning special school trips.
5. Develops and administers a transportation program to meet all the requirements of the daily instructional program and extra-curricular activities.
6. Prepares bus routes for all public and nonpublic schools in the district.
7. Prepares and updates bus schedules for all public and nonpublic schools in the district.
8. Attends appropriated committee and staff meetings.
9. Assist with the transportation budget.
10. Authorizes purchases in accordance with budgetary limitations and district rules.



## Haddonfield Board of Education

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### Job Description

Page 4 of 4

11. Approves and forwards transportation service invoices to accounting department.
12. Maintains all district-owned equipment and develops plans for preventive maintenance.
13. Submits all reports required by state authorities.
14. Takes an active role in solving discipline problems occurring on school buses.
15. Acts as liaison with parents for complains and special requests.
16. Reviews annually the advisability of a district-owned transportation system.
17. Develops recommendations for future equipment and personnel needs based on a survey of resident students, distances, and grade levels.
18. Performs other duties as many, from time to time be assigned by the supervisor.

### **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: