NOTICE OF VACANCY

TITLE: ATHLETIC DIRECTOR (12 months)

QUALIFICATIONS:
1. Valid New Jersey Principal Certificate
2. Demonstrated leadership in the organization and administration of a district-level athletic program
3. Ability to maintain a positive learning environment and high standards of conduct for athletes
4. Must pass required criminal history background check and proof of U.S. citizenship or legal resident alien status
5. NJ Resident under NJ First Act

RESPONSIBLE TO: Superintendent of Schools and Building Principal

SUPERVISES: Coaches, Athletic Trainers, Designated Staff

JOB GOAL:
To provide leadership in the development, implementation and coordination of the district's athletic program in order to provide students with the opportunity to develop physical skills, knowledge and understanding of sports and the principles of fair play. To provide educational leadership and supervision in the subject areas of Art, Performing Arts, Human Ecological Sciences, Physical Education, Technology & JROTC in Grades 5 – 12. To provide supervision of conduct within the school and oversee disciplinary procedures.

PERFORMANCE RESPONSIBILITIES:

1. Organizes and administers the district's program of extracurricular athletics and assumes responsibility for the scheduling of all interscholastic athletic events.
2. Provides leadership in the selection, assignment and evaluation of athletic coaches and athletic trainers.
3. Ensures the proper supervision of home games and the availability of game officials, team physicians and security personnel.
4. Ensures compliance with board-adopted emergency medical procedures for all practice sessions and competitive events.
5. Arranges for the transportation for athletic competitions.
6. Develops and implements appropriate rules and regulations governing the conduct of athletic activities and ensures compliance with the rules promulgated by the NJSIAA.
7. Verifies each athlete's eligibility according to established physical and academic requirements of eligibility for participation in each sport and obtains written parent permission for students to participate.
8. Prepares and administers the athletic program budget and requisitions program supplies and equipment.
9. Supervises all ticket sales and fundraising events of the athletic program and assumes responsibility for proper handling of funds.
10. Arranges field and gym practice schedules, including, when necessary, arrangements for fields outside the Districts responsibility.
11. Supervises the care, maintenance and storage of all athletic equipment and supplies and maintains a current inventory.
12. Maintains records of athletic contests and award winners and plans and supervises an annual recognition program for athletes.
13. Promotes good school-community relations and support through effective communication regarding the district's athletic program.
14. Upholds and enforces school rules, administrative regulations and board policy.
15. Represents the school through participation in the activities of local, state, and national professional organizations, and encourages other staff members to extend their participation in a similar way.
16. Reviews lesson plans for teachers in the subject areas or as assigned by the Principal.
17. Reviews and recommends curriculum revisions and/or reviews.
18. Coordinates the review, selection, and recommendation of curriculum support materials and programs.
19. Attends District Curriculum Council Meetings and reports monthly on the program initiatives.
20. Develops a plan to improve student achievement.
21. Meets with the BCHS Principal and Superintendent regularly to discuss student achievement, curriculum, and instructional programs.
22. Maintains professional competence through continuing education and other professional growth activities.
23. Attends school-level, district-level, and professional meetings.
24. Participates in the selection of instructional personnel at BCHS or as requested.
25. Observes and evaluates staff at BCHS and WWIS or as requested.
26. Meets on a regular basis with the subject area teaching staff.
27. Supervises conduct within the school and oversees all disciplinary procedures, keeping records of any disciplinary action for grades assigned.
28. Supervises the reporting and monitoring of student attendance and works with the attendance makeup officer for investigative follow-up actions.
29. Assists in supervision of the cafeteria during lunch hours.
30. Performs other duties which may be within the scope of his/her employment and certification as may be assigned.

EFFECTIVE: November, 2023

SALARY: $95,000 TO $115,000 per annum based upon experience

APPLICATION: Please note that only electronic applications through AppliTrack at https://www.burlington-nj.net/ (Employment Opportunities) will be accepted and considered.

Applications will be accepted until position is filled.

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