

# TRENTON BOARD OF EDUCATION

## JOB DESCRIPTION

### Assistant Athletic Supervisor

#### QUALIFICATIONS:

1. Master's Degree from an accredited college or university.
2. Valid New Jersey Principal/Supervisor Certificate.
3. Valid New Jersey Teaching Certificate.
4. Experience in organizing, planning interscholastic and intrascholastic athletic programs.
5. Knowledgeable of NJSIAA rules and regulations for interscholastic athletic Competitions.
6. Excellent organizational skills.
7. Experience in working in a multicultural, multiethnic environment.

#### REPORTS TO:

Director of Health, Physical Education & Family Life & Athletics

#### JOB GOAL

The Trenton School District values innovation in the pursuit of athletic excellence. The Assistant Athletic Supervisor supports and furthers the mission of the Middle Schools and the vision of the Athletic Department by effectively facilitating a student-centered middle school athletic program.

1. Research and recommend a Middle School conference/league for Trenton Middle School.
2. Assist in the implementation of the sports program for Middle School and elementary programs.
3. Assist in the leadership in the selection of, assignments and evaluation of the middle school coaches and other personnel working with the middle school program.
4. Evaluate Middle School Physical Education Teachers.
5. Prepare the requisitions for uniforms, officials, transportation, security at home and away competitions for Middle School teams.
6. Keep rosters and oversee the Middle School student athlete eligibility.
7. Submit to Athletic Director plans for the middle school athletic budget.
8. Arrange the practice schedules for each middle school with building permits and security.
9. Arrange for the physical examination for each middle school with the nurse and doctor.
10. Develop and implement appropriate rules and regulations governing the conduct of Middle School Activities.
11. Keep records of middle school accomplishments.
12. Attend all middle school games, meets and other athletic activities.
13. Organize and run preseason meetings with middle and elementary coaches.
14. Ensure that all middle coaches are certified with all required documents for coaching.
15. Any other duties as assigned by the Director of Health, Physical Education & Family Life & Athletics.

#### TERM OF

#### EMPLOYMENT:

Ten (10) Months

**BARGAINING UNIT:** N/A

**SALARY:**

**STATUS:** Hourly\_\_\_ Salaries X\_\_\_

Exempt\_\_\_ Non-Exempt X\_\_\_

**EVALUATION:** Performance of the position will be in accordance with the Board's policies and procedures on evaluation.

**BOARD APPROVAL:** September 30, 2019