

**Montclair Public Schools
Personnel Department**

JOB DESCRIPTION

Title: **Assistant Principal for Athletics and Student Activities**

Qualifications: 1/ Must hold acceptable NJ Certification for Assistant Principal, 2/ Must possess strong communication, managerial and leadership skills, 3/ Demonstrated knowledge of high school sports and/or coaching, 4/ Demonstrated ability to function effectively in a diverse school community, 5/ Demonstrated aptitude or competence for assigned responsibilities, 6/ Strong public relations skills, 7/ Ability to effectively motivate and evaluate staff and students, 8/ Ability to work as part of a highly functioning administrative team; 9/ Required criminal background check and proof of US citizenship or legal alien status; 10/ Ability to work on site during the hours required including evenings and weekends and off site as needed for away athletic events; 11/ Such alternatives to the above qualifications as the Board may find appropriate and acceptable;

Responsible to: Building Principal or alternate designee.

Job Goal: To use leadership, supervisory, and administrative skills in such a way that will assist the principal in coordinating all aspects of the school within the framework of Board policy in order to maximize the educational development of each student with a particular emphasis on extracurricular athletics and student activities.

Performance Responsibilities: 1/ Organize and administer the overall program for all athletic programs, including intramural, co-curricular and interscholastic activities ensuring equity for male and female programs, 2/ Hire officials, team physicians and policemen as required and budgeted and assume general responsibility for the proper supervision of home games for assigned sports; 3/ Arrange to have checks prepared for officials and transportation for assigned athletic contest participants 4/ Assist with the school budget and school's finances with primary responsibilities for the athletic budget and operate assigned program within that budget, 5/ Prepare and/or supervise the timely preparation of all assigned reports, records, lists and other paperwork appropriate for the administration of the athletic program, 6/ Provide leadership in the selection, assignment and evaluation of assigned athletic coaches and staff members, 7/ Enforce all board policies, administrative directives, NJSIAA codes and state laws/regulations, 8/ Keeps supervisors and school community informed of athletic events and activities, 9/ Maintain active and positive relationships with supervisors, students, staff, parents and the community, 10/ Assist in the development, revision, and evaluation of all secondary curriculums 11/ Assume primary responsibility for the organization, staffing and scheduling of all co-curricular and interscholastic, athletic events, including fields and gyms; 12/ Establish guidelines and maintain high standards for student conduct, equitably and positively enforcing discipline as necessary according to the due process rights of students, 13/ Attend and participate in meetings, special events, school sponsored activities, functions, and athletic events as required by the principal or demands of the position, 14/ Assist in planning and supervising required activities such as fire drills and emergency preparedness/safety compliance programs and verifies the scholastic eligibility of all participants in sports as well as the age and semester requirements for participation; 15/ Supervise all ticket sales and fund-raising events of the athletic program and assume responsibility for proper handling of funds; 16/ Maintain and prepares inventories of school property and oversees the security of that property especially in the area of athletics, 17/ Prepare and adequately administers the athletic department program budget, ordering necessary supplies and verifying all invoices, 18/ Establish and maintain relationships with local community groups and individuals to develop, foster and solicit understanding and support for overall school objectives and programs, to interpret board policies and administrative directives; and discuss and resolve individual student/staff/parent problems, 19/ Keep records of the results of all junior and senior high school boys athletic contests and maintain a record file of all award winners, including the date and type of award, including athletic scholarships; 20/ Coordinate, plan and supervise an annual recognition program for school athletes; 21/ Supervise and evaluate designated certified and non-certified staff regarding their individual and group performance within the framework of the school program in accordance with board policy, administrative directive and state regulation and law, 22/ Assist with the continuous improvement of the overall instructional program within the school, 23/ Assist in the

recruiting, screening, hiring, training, assigning, evaluation, and removal when needed of staff assigned to the school and to the athletic program, 24/ Conduct meeting of staff, students and parents necessary for the proper running of the school making all groups aware of changes in policy or procedures when necessary, 25/ Assist in the mentoring and orientation of new all staff members and coaches, 26/ Insure the safety and welfare of all pupils and staff including health and wellness initiatives, 27/ Align supervision with district standards and objectives, 28/ Use the continued input from the total school community in personnel improvement efforts, 29/ Discuss and address individual student problems including the discipline, suspension, exclusion or removal from students participating in all school programs, 30/ Work with central administration on district programs such as transportation, basic, skills, special education, and testing, 31/ Other duties as assigned or as related to the central job goal.

Terms: 12 month as contracted, salary and benefits as per the MPA agreement.

Evaluation: Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of certified staff.

Established: June 21, 2004, 2011