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/ Keep 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*