

**RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL DISTRICT
JOB DESCRIPTION MANUAL**

ADMINISTRATION

**VICE PRINCIPAL for ATHLETICS AND EXTRA CURRICULAR ACTIVITIES /
ATHLETIC DIRECTOR**

QUALIFICATIONS:

1. Valid New Jersey Principal Certificate or eligibility.
2. Minimum experience as determined by the Board.
3. Demonstrated leadership capability.
4. Strong interpersonal and communications skills.
5. Required onboarding prerequisites including, but not limited to, successfully completing required criminal history background check; proof of U.S. citizenship or legal resident alien status; and current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

REPORTS TO: BUILDING PRINCIPAL/SUPERINTENDENT

SUPERVISES: All certificated and non-certificated staff as assigned by, or in the absence of, the building principal.

JOB GOAL: To assist the building principal in providing school-wide leadership. Exercises responsibility for and leadership of the district's interscholastic athletic and extra-curricular programs.

SCOPE OF RESPONSIBILITIES:

A. RECRUITMENT AND SELECTION OF STAFF:

The Vice Principal responsible for athletics and extra-curricular activities shall lead the process of recruitment and selection of coaching staff. The process shall include:

- Alerting the principal and superintendent of openings as soon as they occur.
- Providing qualifications of each opening and the “ad” for same.
- Advertising through athletic “list-serves” and other appropriate means.
- Arranging for a “selection committee” for opening(s). Selection committee will consist of at least 3 persons from following list:
 - Vice Principal in charge of athletics and extra-curricular activities
 - Principal
 - Vice-Principal
 - Head Coach (if applicable)
 - Other qualified administrator

B. EVALUATION

The Vice Principal in charge of athletics and extra-curricular activities leads a rigorous and thorough evaluation process based upon the following:

- Direct observation of practices and games.
- Observations of coaches’ interactions with players, parents, and his/her staff members.
- Direct observation of conduct during athletic contests.
- Conducts written seasonal coaching performance assessments in approved format and submits same to the Principal and Chief School Administrator no later than two weeks after the conclusion of the season.
- Require all coaches and volunteers to follow all athletic department and school district policies and procedures.
- Evaluates the advisors of all extra-curricular programs, activities and clubs.
- Evaluates the extra-curricular program and makes recommendations for program changes.

C. SCHEDULING

- Arranges for game sites, officials, and transportation.
- Coordinates security for home athletic contests and is “in-charge” at all home athletic contests.
- Coordinates security for off-site events when appropriate.
- Ensures an equitable and fair schedule including use of Borden Stadium field for practices and home contests and games to be played “under the lights.”
- Makes a concerted effort to bring tournaments to RFH and to schedule away tournaments beneficial to the program.
- Implements the Policy on Fan Buses.
- Administers the communities’ use of athletic facilities.
- Schedules and supervises all extra-curricular programs, activities and clubs

D. NJSIAA GUIDANCE

- Provides coaches with the best practices pertaining to providing exposure to college recruiters.

- Distributes and/or makes accessible to athletes timelines for the college recruiting process at all levels of intercollegiate participation and for all sports.

E. COMMUNICATION WITH PARENTS

- Maintains cordial and professional relationship with parents and other members of the community in dealing with sensitive issues relating to the athletic program and attends meetings convened by the Bulldog Boosters.
- Ensures that communications to parents regarding the rules, regulations, and requirements of the athletic and extra-curricular programs are comprehensive and regularly circulated and oversees that student participants satisfy eligibility requirements.
- Provides guidance to coaches/advisors and parents to ensure issues of concern follow established chain of command.
- Develops communication models to help coaches and advisors provide parents with adequate information about their child's participation in athletic and non-athletic extra-curricular activities including practice and game schedules, equipment policies, conduct policies and cut policies.

F. EQUIPMENT

- Submits requisitions for interscholastic athletic equipment, supplies, and services.
- Maintains an up-to-date equipment inventory and recommends purchase of new equipment based on an established and approved cycle.
- Maintains reconditioned equipment cycle and ensures the processing of reconditioning needs.
- Recommends policies and procedures to the Principal and Superintendent regarding athletic equipment and uniforms.
- Oversees receipt of new and reconditioned athletic equipment, records its receipt, and stores it properly.
- Maintains accurate records of all new athletic equipment and equipment on hand and numbers equipment as necessary.
- Records, updates and maintains inventory of all equipment and uniforms.
- Collects and sends athletic equipment/uniforms needing repair and/or cleaning to appropriate vendors.
- Distributes equipment, fits players, and replaces consumable items.
- Ensures game equipment is distributed at the beginning of the season and collected at the end of season.
- Ensures the prompt collection of any equipment of any athlete who leaves a squad.

G. STUDENT PARTICIPANTS

- Works with coaches/advisors and principals in problems of discipline concerning student participants. Will also maintain a file of all extra-curricular suspensions and expulsions from programs in regard to giving each participant "due process."

- Works with the Athletic Trainer to ensure all student athletes have proper medical clearance prior to athletic participation.
- Works with the Counseling Department to ensure all student participants are academically eligible and ensures that all student participants are eligible prior to participation.
- Ensures that all student participants receive appropriate instruction, support, and opportunities to participate. Provides support, guidance, and accountability to help students benefit from extra-curricular participation.
- Helps students understand and embrace ethical conduct and democratic values.

H. STAFF

- Conducts in-service for coaches and advisors on all school district policies including CPR, reduction of athletes, athletic philosophy, and volunteer coaches' guidelines.
- Supervises the Athletic Trainer and works with him/her to ensure all athletic department and school district policies are carried forth.
- Provides staff leadership. Engenders staff enthusiasm and teamwork.
- Promotes safe and efficient and effective work/learning environments. Advances the change process. Implements strategies and timeframes to accomplish organizational objectives. Helps resolve problems.

I. PROGRAM

- Participates as an active member of the management team. Articulates a clear philosophy and shared vision of learning.
- Upholds the district's extra-curricular program policies.
- Promotes the district's mission, philosophy, and vision.
- Advances the district's professional image.
- Maintains open/effective communications.
- Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Encourages innovations. Analyzes data to improve athletic program operations.
- Evaluates short/long-range program needs and opportunities. Formulates recommendations.
- Oversees an ongoing maintenance program to protect and preserve program resources (e.g. buildings, grounds, equipment, etc.).
- Monitors interscholastic athletic regulations. Facilitates compliance with directives.
- Develops and distributes a program calendar. Coordinates scheduling to ensure the efficient use of district facilities. Publicizes athletic and activities calendar. Responds to requests for information.
- Encourages student involvement in program activities.
- Arranges student transportation for sanctioned activities.
- Promotes fair play. Demonstrates respect for rules, officials, and opponents.

- Helps coaches deal with discipline issues. Prepares conduct reports and discipline recommendations.
- Organizes and participates in athletic recognition programs. Verifies that participants have fulfilled all requirements for letters, awards, and/or certificates.
 - Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
 - Encourages parent organizations and promotes school-sponsored activities. Provides guidance and facilitates the work of the parent booster groups.
 - Establishes and ensures effective communication among Parent Booster Groups, coaches/advisors, and the school community.
 - Periodically attends Parent Booster Group meetings.
 - Oversees the Parent Booster Groups and ensures adherence to policy and procedures.
 - Responsible for timely updating of the District website.

J. BUDGET

- Develops and maintains an inventory of all athletic and extra-curricular programs equipment and uniforms.
- Based upon program needs, develops a budget request according to district guidelines and timelines.
- Ensures that program resources are equitably appropriated.
- Pursues funding opportunities.
- Prepares grant/foundations applications. Implements funded proposals and complies with reporting requirements.

K. OTHER

Perform other appropriate tasks as assigned by the Chief School Administrator or Principal in accordance with the provisions of Board-adopted policies.

TERMS OF EMPLOYMENT: 12-MONTHS – ALIGNED. Salary to be established per the Collective Bargaining Agreement between the Rumson-Fair Haven Board of Education and the Rumson-Fair Haven Administrative and Supervisory Association.

EVALUATION: Performance of the job will be evaluated annually in accordance with New Jersey State law and the provisions of the Board’s policy on evaluations of certificated staff.

APPROVED BY RFH BOARD OF EDUCATION: August 27, 2013

AMENDED / APPROVED BY RFH BOARD OF EDUCATION: April 11, 2022