

ATHLETIC SITE SUPERVISOR

QUALIFICATIONS:

1. Valid New Jersey Teaching Certification or Valid NJ Department of Education Substitute Certification .
2. Must maintain CPR / AED certified or obtain within one (1) year of employment.
3. Be a mandated reporter for the Abused and Neglected Child Reporting Act.
4. Must be available after school hours and on weekends. Hours will vary depending on shifts.

REPORTS TO: Athletic Director

JOB GOAL:

To attend meetings and in-service trainings as required along with assisting facility maintenance including clean up after events. To appropriately resolve concerns, problems and emergencies that arise.

PERFORMANCE RESPONSIBILITIES:

1. Assist with communication between community and District.
2. Set up equipment and secure appropriate equipment.
3. Monitor status of building activities.
4. Provide a high quality of customer service in a professional manner to the internal customer that will facilitate team building and exceptional customer service to the external customer.
5. Follow the Barnegat School District policies, procedures, and guidelines.
6. Proactively support the V.A.L.U.E.S. (integrity, fun, commitment, adaptability and growth, kindness, and service) on a daily basis.
7. Maintain good safety awareness and follow all safety guidelines and procedures.
8. Supervise and communicate with participants, parents and coaches on site.
9. Maintain awareness and understanding of league rules.
10. Be the first to arrive and organize. Be last to leave when crowds clear.
11. Welcome visitors, escort them to locker rooms, and make sure any valuables are secured and room locked.
12. Check the facility. Make sure everything is safe for competition and assist coaches with setup if necessary.
13. Obtain the cash box from athletic director or secretary. Help ticket-taker set up before fans arrive.
14. Check bleachers and lobby. Make sure everything is presentable for guests and fans.

JOB DESCRIPTION

BARNEGAT TOWNSHIP SCHOOL DISTRICT

15. Introduce yourself to opposing coaches, officials, ticket takers, and scorers. Let them know you're in charge if anything is needed or in case of emergency.
16. Check the lobby and locker room bathrooms during and after the games for vandalism.
17. Escort officials to office following the match and briefly stand by to prevent disturbances from fans or coaches.
18. Secure gate receipts. Leave them locked in the coaches' office.
19. Assist in breakdown supervision and locking away of all equipment. The contest site should be clean before and after the match.
20. Any other duties as directed by the Athletics Director.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education.

EVALUATION:

Performance of this job will be evaluated annually in accordance with State law, administrative code, and the provisions of the Board's policy on evaluation of certified staff.

LEGAL REFERENCES:

<u>N.J.S.A.</u> 2A:62A-6	Athletic officials; immunity
<u>N.J.S.A.</u> 5:17	Athletic code of conduct, permitted, youth sports events defined
<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:25-2	Authority over pupils
<u>N.J.S.A.</u> 18A:26-2	Certificates required; exception
<u>N.J.S.A.</u> 18A:27-1	Appointment of teaching staff members; vote required
<u>N.J.S.A.</u> 18A:27-2	Employment without certificate prohibited
<u>N.J.S.A.</u> 18A:27-4	Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
<u>N.J.A.C.</u> 6:3-4A.4	Requirements of physical examinations
<u>N.J.A.C.</u> 6:3-8	Athletics procedures
<u>N.J.A.C.</u> 6:11-3.1	Certificate required
<u>N.J.A.C.</u> 6:11-3.9	Oath of allegiance required
<u>N.J.A.C.</u> 6:11-3.10	Citizenship required
<u>N.J.A.C.</u> 6:11-3.24	Certification requirements for athletic personnel
<u>N.J.A.C.</u> 6:11-5.1	Requirements for instructional certificate
<u>N.J.A.C.</u> 6:11-6.1	Endorsements on the instructional certificate
<u>N.J.A.C.</u> 6A:7	Managing equality and equity in education
<u>N.J.A.C.</u> 6A-16	Programs to support student development