

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

## JOB DESCRIPTION

- TITLE:** Coordinating Principal-Athletics K-12/Physical Education and Health
- REPORTS TO:** Assistant Superintendent for Business /Chief Finance  
and Operations Officer, and Assistant Superintendent/Chief Academic  
Officer
- SUPERVISES:** All district athletic coaching personnel; pupils participating in athletic events;  
K-12 physical education and health teachers in conjunction with the respective  
building principals.
- QUALIFICATIONS:** New Jersey Principal Certificate or eligibility  
Successful teaching experience at the elementary and/or middle/high school  
level;  
Preference for experience as a Principal/Assistant Principal of a school building  
Demonstrated leadership capability in the areas of curriculum and staff  
development and athletics  
Strong interpersonal and communication skills  
Required criminal background check and proof of US citizenship or legal  
resident alien status
- JOB GOAL:** To plan and conduct a complete interscholastic, intramural athletic program;  
and to conduct activities of the departments and assigned in an educationally  
sound manner.

### **PERFORMANCE RESPONSIBILITIES:**

1. Assists in the development and implementation of district and departmental curriculum objectives.
2. Promotes vertical and horizontal articulation of curriculum in assigned area(s) of responsibility
3. Oversees the department's (grades K-12) supply, textbook and equipment needs; also maintains an accurate and current inventory.
4. Assist in planning and providing professional development for department members.
5. Monitors and evaluates the performance of department personnel with regard to board policies and administrative regulations and initiates disciplinary procedures whenever these polices or regulations are being violated.
6. Conducts departmental meetings and attends relevant school and district meetings as necessary.
7. Coordinates with/for building principals to address all athletic activity needs for pupils enrolled at assigned schools.
8. Plan and conduct the interscholastic athletic programs in line with policies of the Board of Education and the NJSIAA.
9. Prepare game schedules, engage officials, select supervisory personnel for operation of home contests.
10. Ensure the readiness of grounds, floor, courts, etc., for scheduled home contests. Check all fields, facilities and athletic property.
11. Arrange for transportation of teams, equipment, etc., to away contests in accordance with policy and state law.

12. Maintain complete inventories of all athletic equipment. Issue equipment needed during sports seasons to head coaches, keeping of records of said equipment, checking again when handed back at the end of the season.
13. Attend all home athletic contests with responsibility for sale of tickets, supervision of spectators, meeting visiting coaches and teams, and getting them set-up in visiting team facilities, etc. Greet officials and make dressing quarters available to them, etc.
14. Arrange for physical exams, required insurance coverage, eligibility lists and parent permission forms.
15. Maintain individual and team records.
16. Maintain public relations and release of news stories in an effort to celebrate athletic accomplishments and student achievement with the school community.
17. Arrange for reconditioning of equipment.
18. Assume responsibility for financial matters as contained in policy.
19. Develop and maintain a system of player awards in accordance with policies.
20. Prepare and coordinate athletic banquet(s).
21. Coordinate volunteer program to support the athletic program.
22. Provide written evaluation of all coaches each season.
23. Attend various activities and events, related to athletic programs, as assigned by the Principal.
24. Conduct seasonal meetings with all coaches, athletic trainer and volunteers.
25. Order athletic equipment and supplies.
26. Check in and store athletic equipment and supplies.
27. Organize and coordinate awards presentation.
28. Recommend coaches for all vacancies.
29. Coordinate facility use for outside groups.
30. Coordinate purchase of individual championship awards, in accordance with Board policy.
31. Prepare bid totals from vendors of athletic supplies.
32. Develop and provide a coach's handbook that includes a code of conduct for coaches and athletes.
33. Attend meetings, conferences and workshops which will enhance continued professional development.
34. Prepare reports regarding the progress of the athletic department including recommendations for improvement and needed change.
35. Provide leadership to develop methods, procedures and techniques that will assist the staff to develop educational and athletic programs appropriate for our students.
36. Attend regularly scheduled meetings with other supervisors and administrators.
37. Assist in providing articulation with constituent districts for athletic programs.
38. Orient, advise and assist newly employed coaches.
39. Update and maintain an inventory of all departmental materials and equipment.
40. Develop, submit and control the annual budget for the department.
41. Serve as a liaison to the High School and Middle School Administrative teams and assist in the development, articulation, implementation and interpretation of school policies.
42. Oversee instructional programs as assigned by Superintendent.
43. Conduct observations and evaluations of instructional staff as assigned.
44. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools or his/her designees.