

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

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**JOB DESCRIPTION**

I. Title: Assistant Coach

II. Qualifications:

- A. NJ certification as a teacher or holder of Bergen County substitute certificate NJDOE substitute credential.
- B. Experience as a coach preferred.
- C. Such alternatives to the above qualifications as the administration may find acceptable.

III. Major Duties and Responsibilities:

- A. Assistants shall insist upon high standards of conduct from all players in the locker room and dressing room and on the field. The conduct of coaches and players should bring credit to the school and to establish wholesome relationships with others schools.
- B. Assistants shall report for duty at the time and place designated by the Head Coach with approval of the Athletic Director.
- C. Assistants shall exercise supervision over students while being transported to and from practices and games.
- D. Assistants shall attend meetings of leagues, athletic associations, or booster clubs with which the school is affiliated, when requested.
- E. Assistant shall aid the Head Coach in keeping a constant check on the scholastic progress of athletes.
- F. Assistants shall be aware of and conduct their programs in accordance with the rules, regulations, and policies of the NJSIAA, NNJIL, and the Ridgewood Board of Education.
- G. Assistants shall provide supervision before games and practices.
- H. Assistants will encourage prospective athletes to participate in the overall athletic program.
- I. Assistants will observe the Athletic Department policy regarding drugs and alcohol while in the presence of student athletes.

IV. Terms of Employment:

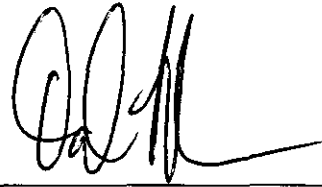
Coaches will be reappointed on an annual basis at the first Board of Education meeting in July. The salary will be based on the negotiated agreement with the REA.

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V. Evaluation:

The evaluator will be the high school Athletic Director in consultation with the high school principal and the Director of Wellness.



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Daniel Fishbein, Ed.D  
Superintendent of Schools

*Approved by Board: 10/26/2019*  
*Revised by Board: 05/01/2017*

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

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**JOB DESCRIPTION**

I. Title: Athletic Director

II. Qualifications:

- A. Possess or be eligible for valid New Jersey administrative certification with a Principal or Supervisor endorsement.
- B. Possession of a Master's degree in Administrative is preferred.
- C. A minimum of five (5) years' interscholastic coaching experience.
- D. Proficiency with word processing, spreadsheets, and report-writing.
- E. Effective project-management, problem-solving, organizational, human relations, and written and verbal communication skills.
- F. Abilities to communicate and work effectively with staff, students, parents, and other school district constituencies.
- G. Abilities to analyze a situation accurately, and adopt and implement an effective course of action.
- H. Ability to promote high standards of sportsmanship.
- I. Such alternatives to the above qualifications, as the Board may find acceptable.

III. Position Summary:

The Athletic Director (AD) will be responsible for the development and supervision of the district's interscholastic athletic program in accordance with Board Policy and the guidelines and the NJSIAA. The AD will provide leadership in the formation of goals, plans, policies, and budgets related to interscholastic athletic program/departments, and recommend them to Principals. The Supervisor/AD will collaborate with district administrators, faculty and staff, and other district constituencies as needed to accomplish the goals of the position.

IV. Reports to:

The AD shall take direction from and be responsible to, the Principals for co-curricular matters. S/he shall work collaboratively with Principals in the day-to-day and long-term supervision of his/her interscholastic athletic program/departments. The AD shall be evaluated by the Principal, with particular emphasis on to Athletics supervision and leadership.

V. Major Duties & Responsibilities:

Demonstrates the necessary leadership skills and personal characteristics to carry out the philosophy and interscholastic athletic programs of the Ridgewood Public Schools.

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**A. Athletics**

1. Serves as the primary evaluator of head coaches and participates in the evaluation of assistant coaches, volunteers and other individuals involved with the district Athletics program; consults with the Principal in this evaluation process.
2. Annually recommends to the high school Principal the appointment of all head coaches, assistant coaches, volunteers, and other individuals involved with the Athletics program.
3. Annually collects data and reports to the Board of Education on student participation, staffing, and costs for each sport.
4. Analyzes data, including recommendations from head coaches, to prepare an annual Athletics budget for recommendation to the high school Principal.
5. Ensures the effective and efficient selection, ordering, issuing, maintenance, and storage of all athletic equipment and supplies.
6. Arranges schedules, transportation, contracts, and officials for all athletic contests.
7. Regularly attends and represents the administration at athletic contests, sports banquets, and special events.
8. Responsible for publicity and public relations concerning interscholastic athletics; promotes cooperation with community sports organizations through open communication and attendance at meetings upon request.
9. Meets regularly with coaches on an individual and group basis in order to maintain good rapport and communication about policies, procedures, and philosophy of the school system.
10. Maintains complete athletic records for all sports on electronic, as well as print media.
11. Determines the eligibility of all athletes in accordance with NJSIAA rules.
12. Provides for the proper administration, conduct, and supervision of all home athletic contests, and attends these events on a regular basis.
13. Co-chairs the Fields Committee.
14. Oversees all fundraising activities and special events related to the Athletics department.
15. Represents the school system at all conference and state level meetings related to the interscholastic athletic program.
16. Supervises students who are assigned independent study programs.
17. Works closely with Principals in planning and monitoring after-school recreation and intramural athletic programs with the Supervisor of Wellness.
18. Promotes cooperation with community sports programs and works with Village personnel in providing a community recreation program.

**B. Professional Development**

1. Conducts orientation and training for new department staff members.
2. Provides for ongoing professional development of all department staff.
3. Directs the orientation, supervision, and evaluation of after-school recreation and intramural athletic program staff.
4. Maintains active membership in professional organizations related to Athletics, and attends and contributes to conferences and workshops in that area.

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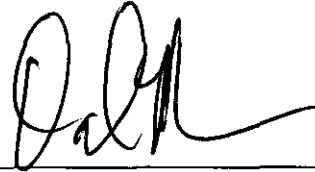
C. Administration and Operations

1. Participates in the recruitment and selection of department personnel.
2. Chairs system-wide committees and study groups, as required.
3. Plans and participated in information sessions for Board and public, as required.
4. Serves as liaison with community groups, as required.
5. Prepares athletic budget and oversees ordering and disbursement of materials.
6. Contributes to efforts to accomplish system-wide goals and school objectives.
7. Assists in upholding and enforcing school rules, administrative regulations, and Board Policy.
8. Advises the Coordinator of the Ridgewood Community School in planning and organizing community school programs in recreation.
9. Advises the Assistant Superintendent for Business on all matters related to the maintenance and use of district physical education facilities including all gymnasiums, playgrounds, and playing fields.
10. Works closely with Buildings and Grounds staff and contractors to ensure safe conditions for the athletic program of the district.
11. Schedules use of indoor and outdoor facilities with appropriate consideration for other school programs.
12. Performs other duties within the scope of his/her employment and certification, as may be assigned by his/her supervisor(s).

VI. Terms of Employment: Twelve months

VII. Evaluation:

In accordance with Board policy on evaluation of staff and the state administrative code.



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Daniel Fishbein, Ed.D  
Superintendent of Schools

*Approved by Board:* 03/23/2015 *(Replacing Director of Wellness (Health & Physical Education – K-12) and Athletic Director – Ridgewood High School, June 2010)*  
*Revised:* 05/01/2017

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

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**JOB DESCRIPTION**

I. Title: Head Coach

II. Qualifications:

- A. New Jersey certification as a teacher or holder of Bergen County substitute certificate.
- B. Three years' experience as a coach in a school or a certificated program involving youth.
- C. Demonstrated knowledge of rules and regulations governing his/her sport, rules of eligibility, and other rules governing athletic contests.
- D. Supervisor experience in deal with assistant coaches.
- E. Such alternatives to the above qualifications, as the administration may find acceptable.

III. Major Duties and Responsibilities:

The Head Coach for each sport will have the responsibility of developing a comprehensive athletic program. He/she will coordinate the operation of all teams and staff members under their jurisdiction and develop a team approach in the orientation and promotion of a sound athletic program.

A. Other related duties as follows:

- 1. Work directly with the Athletic Director in all matters pertaining to the development, organization, and administration of the program.
- 2. Submit an annual budget to the Athletic Director, listing all equipment and supplies required to operate the program.
- 3. Coordinate all equipment needs with the Athletic Director. Be responsible for the care of equipment and facilities and maintain an inventory.
- 4. Actively seek, recruit and encourage students from within the district to try out for the teams.
- 5. Be available to speak throughout the year to all interested community organization, in order to promote Ridgewood sports programs and gain community support.
- 6. Work closely with the guidance staff dealing with attendance, college placement, and athletic eligibility.
- 7. Develop a working relationship with all faculty members. Be prepared to discuss with them any problems that involve athletes.
- 8. Meet with the coaching staff throughout the year to discuss matters pertinent to the program. Also, develop specific job responsibilities for all assistant coaches.
- 9. Develop relationships with representatives of colleges and universities to promote the matriculation and acceptance of all athletes interested in furthering their education.
- 10. Be aware of and conduct their programs in accordance with the rules, regulations, and policies of the NJSIAA, NNJIL, and the Ridgewood Board of Education.

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11. Observe the Athletic department policy regarding drugs and alcohol while in the presence of student athletes.
12. Submit evaluations of all assistant coaches and make recommendations as to their future status to the Athletic Director.
13. During the season, meet all the requirements and responsibilities pertaining to the coaching position.
14. Teach every athlete the rules of good sportsmanship.
15. Give diligent attention to every athlete with regard to his/her physical condition.
16. Enforce all rules of eligibility and other rules and regulations governing athletic contests. Assume the responsibility of knowing the rules and regulations governing contests. Assume the responsibility of know the rules and regulations governing his/her sport. Inform every athlete of the rules governing his/her participation in the sport.
17. Attend all required league meetings pertaining to the sport.
18. The Head Coach or his/her designee shall remain in the locker area following games and practices until the last team member leaves the building.
19. Be familiar with and enforce the Drug and Alcohol Policy set by the Board of Education, including active participation in the Parent Education Program.
20. Participation in Board of Education sponsored in-service programs on substance abuse.
21. Attend CPR and First Aid training and obtain and maintain certification in these areas.
22. Monitor the participation of all team members regarding the payment of co-curricular participation fees.

IV. Terms of Employment:

Coaches will be reappointed on an annual basis at the first Board of Education meeting in July. The salary will be based on the negotiated agreement with the REA.

V. Evaluation:

The evaluator will be the high school Athletic Director in consultation with the high school Principal.



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Daniel Fishbein, Ed.D  
Superintendent of Schools

*Approved by Board:* 10/26/2009  
*Revised:* 05/01/2017

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

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**JOB DESCRIPTION**

I. Season Site Manager(s)

II. Qualification:

- A. Possess or be eligible for valid New Jersey instructional certification or substitute teacher certification.
- B. Three-five years' head coaching experience is preferred.
- C. Possession of, or eligibility for, New Jersey administrative certification is helpful.
- D. Effective project-management, problem-solving, organizational, human relations, and written and verbal communication skills.
- E. Ability to communicate and work effectively with staff, students, parents, and other school district constituencies.
- F. Ability to analyze a situation accurately, and adopt and implement an effective course of action.
- G. Such alternatives to the above qualifications as the Board may find acceptable.

III. Position Summary:

The Season Site Manager is a seasonal position that supports the Athletic Director ("AD") in the planning and management of the district's interscholastic athletics program, and other related responsibilities as needed. The position requires after traditional school hours, including evenings and weekends as needed. Individuals appointed to the Seasonal Site Manager position shall not hold any coaching or other "extra duty" assignments during the season(s) they hold this position.

IV. Reports to:

The Seasonal Site Manager shall take direction from, be accountable to, and be evaluated by, the AD. S/he shall also take direction from school administrators as needed.

V. Major Duties & Responsibilities:

- A. Serve as liaison between the Athletic Director's office and coaches in updating team schedules and transportation arrangements.
- B. Assist AD in preparation of facilities prior to home contests.
- C. Oversee management of home athletic events.
- D. Communicate effectively with police, security, and other game personnel.
- E. Provide a written report of any hazardous conditions and/or problems that may arise prior to, during, or after games.
- F. Collaborate with district administrators, coaches, faculty and staff, league and game officials, students, parents and other district and outside constituencies as needed to accomplish the goals of the position.
- G. Perform any or all of the duties described above, as well as other duties within the scope of his/her employment and certification as may be assigned by his/her supervisor(s).



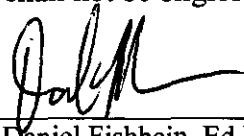
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VI. Terms of Employment: Seasonal

VII. Evaluation:

The Seasonal Site Manager shall be approved annually by the Board of Education. This position shall be a seasonal position, and shall not be eligible for tenure.



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Daniel Fishbein, Ed.D  
Superintendent of Schools

*Approved by the Board: 06/24/2019*