

EAST ORANGE SCHOOL DISTRICT
East Orange, New Jersey



HEAD VARSITY ATHLETIC COACH (ALL SPORTS)
Position

REPORTS TO: Athletic Director

RESPONSIBILITIES:

- 1) Responsible to the Athletic Director for all matters involving his/her particular interscholastic sport
- 2) Represents his/her school at conference, regional or state meetings as assigned
- 3) Prepares a budget each year to cover the required expenditures necessary to conduct the total interscholastic program for his/her respective sport
- 4) Prepares a list of any required/needed equipment and supplies
- 5) Maintains a complete financial record of receipts and expenditures
- 6) Maintains an inventory of all program-related equipment and supplies
- 7) Responsible for the storage, cleaning, and repair of all sport-related athletic equipment
- 8) Holds team meetings with players, Assistant Coaches and volunteers as needed
- 9) Schedules practices and sports clinics as required
- 10) Recruits interested and eligible players
- 11) Verifies the age and academic eligibility of all players
- 12) Assumes leadership in the development of the varsity, junior varsity, and freshman program in his/her related sport
- 13) Arranges for all athletes to have medical examinations

- 14) Makes recommendations for athletic and student-athlete awards recognition
- 15) Recommends the best qualified personnel available for Assistant and volunteer coaching positions
- 16) Cooperates with other coaches, teachers, guidance counselors and administrators concerning general athletic and academic policies and performance
- 17) Maintains an open line of communication with parents and teachers regarding the academic achievement and social development of all players
- 18) Monitors grades and arranges for special tutoring sessions for all players as needed even in the off-season in order to ensure that minimum grade-point averages are maintained
- 19) Has a thorough knowledge of his/her sport and modern coaching techniques
- 20) Has a thorough knowledge of the NJSIAA rules and regulations related to his/her particular sport
- 21) Performs any duties that are within the scope of employment and certifications, as assigned by the Principal or Athletic Director and that are not otherwise prohibited by law or regulation
- 22) Adheres to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
- 23) Develops, supports and maintains working relationships with college coaches and scouts in an effort to foster future opportunities for players at the college/university level

- 24) Ensures good sportsmanship both on and off the field and encourages a high level of moral standards and conduct

ELIGIBILITY REQUIREMENTS

- 1) Demonstrated ability to successfully coach, recruit and organize an interscholastic program within his/her particular sport.
- 2) Demonstrated success as a head coach is preferred.
- 3) Technical knowledge of his/her particular sport
- 4) Strong communication skills, computer skills, as well as budget, program management, recruiting, and public relation skills.
- 5) Experience with the operation of a summer camp, alumni cultivation and fund-raising preferred
- 6) Has a thorough knowledge of the NCAA Clearinghouse process

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment listed in this section are representative but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment, which may be required of this position. The East Orange School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodations to contact the Division of Labor Relations and Employment Services.

Vision: (which may be corrected) to read small print; view a computer screen for prolonged periods

Hearing: (which may be corrected) to answer telephones and tolerate exposure to noisy conditions

Speech: to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone

Upper Body Mobility: use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arm to reach outward and upward; use hands and arms to lift objects; turn, raise and lower head

Strength: to lift, push, pull and/or carry objects, which weigh as much as 5 pounds on a frequent basis

Environmental Requirements: encounter constant work interruptions; work cooperatively with others; work independently; work indoors

Mental Requirements: read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgment and the ability to process information quickly, learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile, and coordinate information and records

APPLICATION PROCEDURE:

Qualified applicants are invited to file applications and credentials
via Applitrack at:

<https://www.applitrack.com/eosd/onlineapp/>

SELECTION PROCEDURE

- 1) Review of credentials filed with the Superintendent of Schools
- 2) An oral interview will be held to determine the personal qualifications and aptitude of applicants for the position as required
- 3) The appointment of a person to the position advertised is the responsibility of the Board of Education and will be made in accordance with Board policies related to the appointment of professional personnel

TERM OF EMPLOYMENT: Annual Appointment

SALARY RANGE: As per negotiated agreement between the EOBOE and the EOEA

BOARD APPROVAL DATE: August 11, 2020

Revised 7/22/2020