

JOB TITLE: Coach

REPORTS TO: The Principal and Athletics Coordinator

SUPERVISES: Students

NATURE AND SCOPE OF JOB:

Develops individual and team proficiency by teaching and coaching individual students and teams in the physical skills of the sport, physical conditioning, safety, injury prevention and management, the rules and strategies of the game, and the attitudes and values of discipline, personal responsibility, team cooperation, and good sportsmanship. Advocates a healthy and responsible lifestyle and promotes the accomplishments of the team and individual members.

QUALIFICATIONS:

The Coach shall:

1. Hold a New Jersey instructional certificate, or county substitute certificate (N.J.S.A. 6:29-3.3 and 6:11-4.5).
2. Show evidence of successful experience in the sport to be coached, and in working with students or with student athletes.
3. Have the ability to demonstrate the physical skills required of the sport, and be able to explain the rules and regulations governing the sport.
4. Have integrity and demonstrate good moral character and initiative.
5. Exhibit a personality that demonstrates interpersonal skills that relate well to students, staff, administration, parents and the community.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
7. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
8. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or during the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
9. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:29-7.4.

JOB FUNCTIONS AND RESPONSIBILITIES:

The Coach shall:

1. Develop a recruitment plan and selection process with performance criteria, approved by the supervisor, to attract students to the sport and team. Criteria should include attitudes, demonstrated skills, potential for growth and improvement, balance of skills for team development, and healthy and cooperative attitudes.
2. Provide a program of instruction and coaching to develop individual and team proficiency in the physical skills of the sport, physical conditioning, safety, injury prevention and management, the rules and strategies of the game, and the attitudes and values of discipline, personal responsibility, team cooperation, and good sportsmanship.
3. Advocate a healthy and responsible lifestyle for all students and adults participating on or assisting the team. Promote the concepts of the effects of substances (e.g., alcohol, tobacco, controlled substances and ergogenic aids), total physical fitness, and healthy habits for a lifetime of vigorous living.

4. Display at all times good sportsmanship, serving as a role model for students and adults of expected standards for behavior and attitudes. Demonstrate ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
5. Follow the Emergency Action Plan when necessary, stabilizing and assisting in the care of the injured.
6. Advise supervisors and/or Athletic Trainer immediately of any emergency, injury, or unusual event involving the team.
7. Monitor and ensure the safety of the facility and equipment of the sport.
8. Maintain an inventory of equipment and uniforms and ensure their proper use.
9. Plan and provide a written schedule of practice within season rules.
10. Attend all practices and contests, arriving on time and supervising students until all have left the practice or event.
11. Promote the accomplishments of the team and individual members through the local press and school publications.
12. Communicate regularly with teachers and counselors of students to ensure that academic standards and behavior expectations are being met.
13. Communicate regularly with parents about accomplishments and needs of student athletes, schedules, and other matters important to parents and the functioning of the team.
14. Recommend the purchase of equipment, supplies, and uniforms, as needed.
15. Complete in a timely fashion all necessary records and reports.
16. Attend meetings or workshops as required by supervisor or the league.
17. Establish criteria for Varsity status. Share criteria with students and parents/guardians.
18. Communicate with parents/guardians about concerns with an athlete, and their status on the team due to, among others, behavior and attendance. Communicate with parents/guardians if an athlete is removed from the team.
19. Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines.
20. Adhere to New Jersey school law, the policies, rules, regulations, and procedures of the State Board of Education, the New Jersey Interscholastic Athletic Association, the league, the Board of Education, and the school, and to contractual obligations.
21. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Principal and/or Athletics Coordinator, and not otherwise prohibited by law or regulation.

EVALUATION CRITERIA:

The holder of the position of Coach shall be evaluated by the Principal, Assistant Principal, and/or Athletics Coordinator in accordance with Policy No. 4220, Regulation No. 4220, this Job Description and such other criteria as shall be established by the Board of Education.

Adopted: June 24, 1997

Revised 27 April 2004:

Revised: July 25, 2023