

PROFESSIONAL STAFF POSITION

TITLE: Head Athletic Coach

QUALIFICATIONS:

1. Valid New Jersey Instructional Certificate or eligibility or County Substitute Certificate (waiver needed)
2. Minimum experience as determined by the board
3. Demonstrated knowledge of the sport, sports training and conditioning, injury prevention and management and the principles of human growth and development
4. Ability to maintain a positive learning environment and high standards of conduct for athletes
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Athletic Director/Principal

SUPERVISES: All team members

JOB GOAL: To provide leadership in the development and improvement of the sport program by developing athletes' knowledge, skills, sportsmanship, and motivation to excel.

PERFORMANCE RESPONSIBILITIES:

1. Coaches individual participants in the skills necessary for success in the sport involved.
2. Assists the athletic director in making arrangements for athletic competitions and related transportation.
3. Recommends the purchase of equipment, supplies and uniforms as appropriate.
4. Assumes responsibility for team members under his/her supervision; promotes good sportsmanship and enforces all rules and regulations. Complies with board-adopted emergency medical procedures for all practice sessions and competitive levels.
5. Assumes responsibility for the selection of team members and verifies their eligibility according to established physical and academic requirements of eligibility for participation in each sport; obtains written parent permission for students to participate and files team member records with the athletic director.
6. Assists the athletic director in the preparation and administration of the athletic program budget; prepares a budget for the assigned sport.

7. Plans and schedules a regular program of practice in season and attends all contests of the assigned sport.
8. Oversees the safety conditions of the facility or area in which the assigned sport is conducted at all times that students are present.
9. Assumes responsibility for all team equipment during practice and contests and assists in the distribution and collection of athletic gear.
10. Upholds and enforces school rules, administrative regulations and board policy and all NJSIAA rules and regulations governing sports.
11. Is responsible for seeing that all participants have transportation home when returning from road trips in late evening hours.
12. Assists potential collegiate athletes in signing up for the NCAA clearing house and in obtaining sports-related college admission and/or scholarships.
13. Performs other duties which may be within the scope of his/her employment and certification as may be assigned.

TERMS OF

EMPLOYMENT:

Salary and work year to be determined by the board.

EVALUATION:

Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of athletic coaching staff.