

MANCHESTER PUBLIC SCHOOLS
Job Description
For Stipend Positions

TITLE/NAME OF CLUB: Head Coach

CERTIFICATION: 5-Year Renewable Coaching Permit
(If required)

REQUIREMENTS: Standard First Aid Course and CPR Certificate

REPORTS TO: Athletic Director and / or Principal

APPOINTMENT:

RESPONSIBILITIES/ACTIVITIES/MEETINGS:

Under the direct supervision of the Athletic Director, the coach is responsible for:

Developing program and individual goals.

Attending all games and practice sessions unless cleared through the Principal or Athletic Director.

Assuming responsibility for the entire program which includes:

Coaching the varsity athletes and supervising the JV, assistant and volunteer coaches.

Assisting in the selection of sub-varsity coaches

Collaborating with the MHS Principal and Athletic Director in:

Developing competition schedules

Scheduling transportation

Monitoring and adhering to Manchester High School academic standards

Preparing and collecting permission and eligibility lists

Coordinating athletic award ceremonies

Collecting data necessary for the end of season report

Generating and maintaining updated inventory lists of equipment and uniforms

Caring for and the storage of athletic equipment

Supervising practice and competition facilities during and following team participation.

Monitoring the safety conditions of the facility or area in which sport is conducted at all times that students are present.

Reporting home game scores to the Journal Inquirer, Hartford Courant and the CIAC.

Maintaining and completing necessary paperwork required by the Central Connecticut Conference and the CIAC.

Attending all sport specific meetings held by the Central Connecticut Conference and the CIAC.

Collaborating with the strength coach to develop off-season conditioning and weight training

programs.

Assisting in the evaluation of assistant coaches and submitting a written program evaluation at the conclusion of the season.

Establishing written rules and regulations, in consultation with the athletic director, for distribution to all team members prior to the start of the season.

Enforcing discipline and sportsmanlike behavior at all times, leading by example regarding promotion of discipline and sportsmanship.

Maintaining a positive working relationship with other coaches, and when possible identify, support and encourage multi-sport student athletes.

Coordinating public relations for the team.

Performing such duties as are consistent with the nature of the position and as may be requested by the Athletic Director and / or Principal.