



RANDOLPH TOWNSHIP SCHOOLS
25 SCHOOL HOUSE ROAD, RANDOLPH, NJ 07869

JOB DESCRIPTION

TITLE:

Head Coach

REPORTS TO:

Athletic Director and/or
Assistant Athletic
Director

QUALIFICATIONS:

A Head Coach must be certified as a New Jersey Teacher or substitute teacher and in full accordance with NJAC 6A: Chapter 9:5.19.

GENERAL DESCRIPTION:

The Head coach shall be directly responsible for the execution of his/her duties as defined below and any other duties as assigned.

RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

Program responsibilities:

1. Supervises the program including junior varsity and freshman teams
2. Assigns duties of assistant coaches.
3. Develops a practice schedule within the time constraints specified by the Athletic Director.
4. Completes a weekly report during the sport season regarding the activities in the sport program.
5. Maintains and protects athletic equipment used in the program at the end of the season.
6. Completes and inventory of athletic equipment used in the program at the end of the season.
7. Completes an annual report evaluating the program including recommendations for improvement.
8. Maintains records as required.
9. Develops a budget for the program.
10. Develops good public relations in the school and community.
11. Adheres to the coaching ethics embodied in the high school coach's manual.
12. Promotes self-esteem among student athletes.

Personnel Responsibilities:

1. Implements the rules and regulations of the Bylaws of the Iron Hill Conference and the New Jersey State Interscholastic Athletic Association.
2. Completes a physical examination of each athlete.
3. Supervises the general health and welfare of students in the program and monitors athletes who are injured, ill or otherwise incapacitated.
4. Supervises the actions and conduct of the team under his/her jurisdiction.
5. Requests approval from the principal and director of athletics for early dismissal of student athletes.
6. Recommends letter awards for student athletes and insure that athletes are aware of the award policy.
7. Inspects play areas, shower and locker areas for cleanliness and safety.
8. Disseminates information on district policies and procedures affecting student athletes.
9. Perform such other tasks and assume such other responsibilities as assigned by the Athletic Director and/or Assistant Athletic Director.

WORK YEAR: Ten-month position.

DATE APPROVED: February 19, 2013

BY: Board of Education