

**Madison Public Schools  
Department of Athletics  
Head Athletic Coach Job Description**

**TITLE:** Head Athletic Coach

**QUALIFICATIONS:**

- a) Valid State of Connecticut Five-Year Renewable Coaching certification or temporary certification
- b) Has the ability to organize and supervise a total athletics program
- c) Has previous successful coaching knowledge of the technical aspects of the sport
- d) The Head Coach must have substantial knowledge of the technical aspects of the sport and at the same time must continue to examine new theories and procedures pertinent to the field
- e) Possesses a strong understanding of the academic mission of the Madison Public Schools and the role athletics plays to support that mission

**REPORTS TO:** The Director of Athletic Programs

**SUPERVISES:** A staff of high school assistant coaches and middle school coaches

**JOB GOAL:**

- 1. Provide instruction that will lead to the formulation of character including moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence
- 2. To instruct student-athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success

**GENERAL DUTIES AND RESPONSIBILITIES:**

- a) Has a thorough knowledge of all athletic policies approved by the Madison Board of Education and is responsible for their implementation by the entire staff of the athletics program
- b) Has knowledge of existing system, state and league regulations; implements them consistently and interprets them for staff
- c) Understands the proper administrative line of command and refers all requests or grievances through proper channels. Is aware of all public/staff/departamental meetings that require attendance

**SUPERVISION OF STAFF:**

- d) Establishes the fundamental philosophy, skills and techniques to be taught by staff. Design conferences, clinics and staff meetings to ensure staff awareness of overall program
- e) Trains and informs staff, encourages professional growth by encouraging clinic attendance according to local policy
- f) Delegates specific duties, supervises implementation, and at season's end, analyzes staff effectiveness and evaluates all assistants
- g) Maintains discipline, adjusts grievances and works to increase morale and cooperation
- h) Perform such other duties that may be assigned by the director of athletic programs

**MANAGERIAL DUTIES:**

- i) Assists the Director of Athletic Programs in scheduling practices and contests, confirming transportation schedules and updating requirements for tournament and special sport events
- j) Assists in the necessary preparation to hold scheduled sport events or practice and adheres to scheduled facility times. Coordinates program with maintenance and school employees
- k) Provides documentation to fulfill state and system requirements concerning physical examinations, parental consent and eligibility
- l) Provides proper safeguards for maintenance and protection of assigned equipment and site
- m) Advises the Director of Athletic Programs and recommends policy, method or procedural changes
- n) Completes all year-end reports, as timelines require

## **SUPERVISION OF STUDENTS:**

- o) Provides training rules and any other unique regulations (with pre-approval of Director of Athletic Programs) of the sport to each student-athlete who is considered a participant
- p) Gives constant attention to a student student-athlete's grades and conduct
- q) Provides assistance, guidance and safeguards for each participant by his/her presence at all practices, games and while traveling
- r) Initiates programs and policies concerning injuries, medical attention and emergencies
- s) Completes reports of all disabling athletic injuries on proper forms and submits to athletic office within 24 hours
- t) Directs student managers, assistants and statisticians
- u) Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary and contacts parents when a student is dropped or becomes ineligible
- v) Assists student-athletes in their college or advanced educational selection
- w) Ensures all student-athletes and team captain's attend required athletic department functions

## **FINANCE, EQUIPMENT & FACILITIES:**

- x) Participates in the budget process with the Director of Athletic Programs. Recommends equipment upgrades and purchases with each year-end report. Is responsible for operating within budget appropriations
- y) Is accountable for all equipment. Arranges for issuing, storing and reconditioning of equipment and submits annual inventory and current records as timelines require. Documents unreturned equipment and follows policy to secure return or sanctions of student-athlete
- z) Responsible for cleanliness and maintenance of specific sport equipment. Properly marks and identifies all equipment before issuing or storing
- aa) Permits student-athletes to be in authorized and supervised areas at the appropriate times
- bb) Examines locker rooms before and after practices and games. Checks on general cleanliness of the facility
- cc) Secures all doors, lights, windows and locks before leaving building or facility when custodians are not on duty
- dd) Instills in each player a respect for equipment and school property, its care and proper use

## **PUBLIC RELATIONS RESPONSIBILITIES:**

- a) Organizes parents, coaches, and players for pre-season meetings
- b) Promotes the sport within the school by recruiting student-athletes that are not participating in athletics.
- c) Maintains good public relations with news media, booster club, parents, officials, volunteers and fans
- d) Presents information to news media concerning schedules, tournaments and results in a timely manner
- e) Secures team parent representative to the Tiger Athletics Council and provides meeting schedule
- f) Communicate daily with athletic office and health/athletic training office
- g) Establish rapport with school administration and main office staff

## **DESCRIPTION OF PROGRAMS**

### **Varsity Athletics**

The varsity athletic programs at Daniel Hand High School are highly competitive. Team selection is based upon those student-athletes that try out for the team and judged to have the talent and potential to help that team achieve its goals. The varsity teams compete in the Southern Connecticut Conference and against non-conference opponents that support programs of equally talented student-athletes. The goal of varsity athletics is to refine the skills and performance of the team and student-athlete in attempt to achieve peak performance and to provide Daniel Hand with the best possible chance for success in the competitive arena.

### **Junior Varsity Athletics**

The purpose of junior varsity athletics at Daniel Hand High School is to provide a developmental and competitive environment for those student-athletes that were not selected for the varsity squad. Junior varsity athletics provides the student-athlete the opportunity to gain valuable experience, knowledge and skill required for varsity competition. At times junior varsity student-athletes may be asked to participate in a varsity contest by the head coach. An

invitation to play in a varsity contest should not be construed as a permanent move to the varsity squad. Seniors are not eligible to compete on teams at this level.

### **Freshmen Athletics**

Freshmen athletic programs at Daniel Hand High School allow 9<sup>th</sup> grade student-athletes the valuable opportunity of playing time and exposure to the expectations of the high school program. The goal of the freshman athletics program is to allow as many opportunities as reasonably possible for 9<sup>th</sup> graders to be introduced to the commitment of high school athletics.

### **Middle School Athletics**

Athletic programs at Dr. Robert H. Brown Middle School are designed to provide opportunity and participation for middle school students as facilities and supervision will reasonably and safely allow. Through the combination of intramural programs and interscholastic programs it is the goal of the middle school athletic program to provide broad ranged lifetime activities that increase skill level, enhance self-esteem, and develop and prepare students for future athletic endeavors.