

## SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION

## JOB DESCRIPTION

**HEAD COACH**

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**Date of Adoption:** December 22, 2011

**JOB TITLE:** Head Coach

**REPORTS TO:** Assistant Principal of Athletics/Principal or Designated Administrator

**SUPERVISES:** All Athletics, Athletic Coaches, and other Athletic Support Personnel

**NATURE AND SCOPE OF JOB:**

To organize, coordinate, and promote a comprehensive athletic program in the assigned sport that is designated to meet the needs and interests of the sports community. To provide effective leadership that will ensure a positive learning environment and will stress the importance of academic achievement. To demonstrate a high degree of ethics, professionalism, human relations, and be a positive role model for all students.

**MINIMUM QUALIFICATIONS:**

1. Previous coaching experience in the assigned sport
2. Ability to teach the skills necessary for successful student participation in the sport coached
3. Knowledge of the NFHS/NJSIAA rules of the sport coached
4. Ability to maintain discipline and order with students
5. Ability to establish and maintain positive relationships with students
6. Philosophy of coaching that supports the stated goals of the Head Coach Position
7. Ability to conduct oneself in an appropriate and sportsmanlike manner both on and off the field
8. Certification as required by NJAC 6A:9-5.19
9. Required criminal background check and proof of US Citizenship of legal resident alien status
10. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period, provide a sworn statement that there have not been any convictions of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
11. 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. 6:3-4A.4.
12. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
13. Meet such alternates to the above qualifications, as the Superintendent may deem appropriate, acceptable and legal.

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14. \*Additional sport specific qualifications may be noted in job posting.

**EMPLOYMENT TERMS:**

Salary and work year to be determined by the Board of Education and in accordance with the negotiated agreement with the Scotch Plains-Fanwood Education Association.

**JOB RESPONSIBILITIES:**

1. Provides direct ongoing supervision of all athletes, managers, and support personnel before/during/after all practices/condition sessions, games, travel, and other school-sanctioned events as assigned by the Principal and Assistant Principal-Athletics.
2. Bears responsibility for the overall supervision of the athletic program and team(s) including Freshmen, Sophomore, Junior Varsity, and Varsity.
3. Teaches individual participants the skills necessary for each participant's optimum performance.
4. Displays and encourages enthusiasm in participants and assistant coaches.
5. Conducts practice sessions within his/her sport within guidelines specified by the Principal or Assistant Principal-Athletics.
6. Clears special holiday or weekend practice schedules with the School Administrator.
7. Is responsible for the general upkeep, care, and protection of equipment under his/her jurisdiction. Keeps an up-to-date inventory of supplies and equipment within this area.
8. Recommends the purchase of equipment, supplies, uniforms, and other materials, as appropriate and necessary.
9. Drafts and submits an annual budget for his/her sport, as may be requested by the Principal or Assistant Principal-Athletics.
10. Submits forms as required by the NJSIAA, the School Board, and local school; i.e. eligibility rosters, players' addresses, email lists, etc.
11. Keeps the School Administrator informed of program developments and problems as they occur throughout the season.
12. Establishes a positive relationship with the booster club, community, and recreational organizations.
13. Is responsible for up-to-date knowledge of conference and state rules, and ensuring that the assistant abide by such rules at all times.

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14. Sees that each athlete has had an appropriate physical examination.
15. Is responsible for the general health and welfare of students in his/her sport; gives appropriate attention to athletes who are injured, ill, or otherwise incapacitated.
16. Is responsible for the actions and conduct of his/her team members whenever they are under his/her jurisdiction. Enforces discipline and sportsmanlike behavior at all times, and establishes penalties for breach of such standards by individual students.
17. Sees that members of his/her team are dressed appropriately for trips to other schools.
18. Clears with the Principal or Assistant Principal-Athletics the departure time for trips which involve the loss of class time and ensures that the faculty is given adequate and appropriate notice of such changes.
19. Makes recommendations for awards and for the establishment of appropriate criteria for awards as directed by the Principal or Assistant Principal-Athletics.
20. Takes appropriate actions to ensure that his/her facility, field, locker room and/or play area are maintained in a safe state for student participation.
21. Contacts colleges regarding players.
22. Submits an annual written report evaluating his/her program and for making recommendations for improvements when requested by the Principal or Assistant Principal-Athletics.
23. Makes available appropriate information to the news media relevant to his/her sport.
24. Works closely with the school physician, the school nurse, and the athletic trainer as appropriate when dealing with injuries.
25. Maintains regular contact with other district coaches to provide for articulation within the High School program.
26. Performs other related duties as assigned by the Assistant Principal-Athletics.
27. Immediately reports all violations or suspected violations of established rules and regulations to the Principal or Assistant Principal-Athletics.
28. Trained and certified pursuant to N.J.S.A 18 A:40-12.6 a delegate to administer Epinephrine via a pre-filled auto-injector mechanism when deemed necessary by the school nurse.

**EVALUATION:**

The Assistant Principal for Athletics/Principal or Designated Administrator shall evaluate the Head Coach in accordance with Board Policy, this Job Description, and such other criteria as shall be established by the Board of Education.