

Job Description

Board of Education Woodbridge Township

Title: **Head Coach**

Function: Train and prepare students to participate in athletic activities and coordinate related team activities.

Reports to: Department Head in Charge of Physical Education, Health, Driver Education, and Athletics

Supervises: Assistant Coaches

Duties, responsibilities, and authorities:

A. Duties:

1. Nominate to the principal, through the Department Head in Charge of Physical Education, Health, Driver Education, and Athletics and the vice principal, the names of those whom the Head Coach wishes to have as assistants.
 2. Assume full responsibility for the teams in matters of coaching and discipline.
 3. Assign duties to the assistant coaches.
 4. Be responsible for determining the personnel of the teams.
 5. Be present or officially represented at all contests in which the teams participate.
 6. Appoint, or cause to be elected, captains or acting captains for each game and for the sport year.
 7. Be responsible for teams on trips - all team members, assistant coaches, managers, and any others connected with the game away from home. Any exception to this ruling must be approved by the principal or person designated to act in the principal's behalf.
 8. Arrange for the physical examinations of all candidates for their sport through the Department Head in Charge of Physical Education, Health, Driver Education, and Athletics.
 9. Obtain from each candidate, and file with the Department Head in Charge of Physical Education, Health, Driver Education, and Athletics, an official parent's permit from each candidate before admitting him/her to any squad.
 10. File with the Department Head in Charge of Physical Education, Health, Driver Education, and Athletics a record of physical examinations given to each member of every squad prior to each sport season.
 11. Submit letters of candidates to the vice principal, through the Department Head in Charge of Physical Education, Health, Driver Education, and Athletics, for the determination of the eligibility of these candidates for participation in sports. This shall be done at least one week prior to the first contest. N.J.S.I.A.A. regulations must be consulted.
 12. Assist the guidance office staff in checking the eligibility of team members.
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13. Cooperate with the Department Head in Charge of Physical Education, Health, Driver Education, and Athletics in the proper administration of the insurance plan in operation.
 14. Properly complete accident forms in cases of injuries at the time of the accident, and file with athletic trainer.
 15. Distribute and collect all athletic equipment supplied by the school and used in the sport coached, and supply the Department Head in Charge of Physical Education, Health, Driver Education, and Athletics with inventories of equipment and supplies at the end of the season. Each head coach is to collect money from student-athletes in the event of lost equipment.
 16. Be responsible for all team equipment during practice sessions and contests.
 17. Assist the Department Head in Charge of Physical Education, Health, Driver Education, and Athletics in arranging for the cleaning of the equipment involved in the sport checked.
 18. Cooperate with the Department Head in Charge of Physical Education, Health, Driver Education, and Athletics in the selection of equipment and supplies needed in the sport.
 19. Consult with the Department Head in Charge of Physical Education, Health, Driver Education, and Athletics in the selection of officials for the home contests.
 20. Plan with the Department Head in Charge of Physical Education, Health, Driver Education, and Athletics for practice games.
 21. Cooperate with the Department Head in Charge of Physical Education, Health, Driver Education, and Athletics in arranging sports schedules.
 22. Plan with the Department Head in Charge of Physical Education, Health, Driver Education, and Athletics for scouting services in sports where it is deemed necessary or advisable.
 23. Help with the assistance of the Department Head in Charge of Physical Education, Health, Driver Education, and Athletics in arranging details pertinent to the administration of the sport being coached.
 24. Arrange for sports publicity before and after games with newspapers, radio, and school announcements.
 25. Permit no one to assist in coaching the team involved unless the person has been appointed by the Board of Education or approved by the principal.
 26. Assume the responsibility for equipment and supplies being used by the team. This equipment may not be used outside of school without the permission of the principal.
 27. Cooperate with the custodial staff in keeping fields and dressing rooms in a neat, orderly, safe and healthful condition.
 28. Comply with all N.J.S.I.A.A. regulations.
 29. Take all possible measures to insure the safety of the participants involved in the sport being coached and, with the Department Head in Charge of Physical Education, Health,
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Driver Education, and Athletics, make sure that all safety hazards are eliminated from the area in use.

30. Cooperate with the principal and vice principal in all matters of school policy.
31. Follow the chain of command when problems arise, i.e., Assistant Coach, Head Coach, Department Head in Charge of Physical Education, Health, Driver Education, and Athletics, Vice Principal, Principal, Superintendent of Schools, and the Board of Education.

B. Experience/Background:

1. Must possess a New Jersey teachers' certificate and be employed by the school district, or be approved by the county for work in the district.
2. At least three years of experience as a head coach is preferred.
3. Have a sound and fundamental knowledge of the assigned sports activity.
4. Know the rules and regulations governing the sports activity.
5. Be aware of and follow the policies and goals of the school and the district as they relate to sports activities.

C. Personal qualifications:

1. Must be able to perform assigned tasks.
2. Must be mature and possess integrity.
3. Must be able to work successfully with pupils, other staff members and administrators.
4. Must have the ability to communicate effectively with members of the community.