

PARSIPPANY TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: Head Coach

QUALIFICATIONS: Previous coaching experience preferably in the assigned sport
Ability to teach the skills necessary for successful student participation in the sport coached
Knowledge of the NFHS/NJSIAA rules of the sport coached
Ability to maintain discipline and order with students
Ability to establish and maintain positive relationships with students
Philosophy of coaching that supports the stated goals of the Head Coach position
Ability to conduct oneself in an appropriate and sportsmanlike manner both on and off the field
Certification as required by NJAC 6:29-3.3
Required criminal background check and proof of US Citizenship or legal resident alien status.

REPORTS TO: Principal or Principal's Designee

JOB GOAL: To organize, coordinate and promote a comprehensive athletic program in the assigned sport that is designed to meet the needs and interests of the school 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.

PERFORMANCE RESPONSIBILITIES:

1. Provides direct ongoing supervision of all athletes, managers and support personnel before/during/after all practices/conditioning sessions, games, travel and other school-sanctioned events as assigned by the Head Coach and building Athletic Director.
2. Bears responsibility for the overall supervision of the athletic program and team(s) including Freshman, 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 School Administrator.

Head Coach (continued)

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 School District Administrator.
10. Submits forms as required by the NJSIAA, the School Board, and local school; i.e., eligibility rosters, players' addresses, etc.
11. Keeps the School Administrator informed of program developments and problems as they occur throughout the season.
12. Establishes a positive relationship with booster, community, club, and recreational organizations.
13. Is responsible for up-to-date knowledge of conference and state rules, and for ensuring that the Head Coach and assistants abide by such rules at all times.
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 School Administrator the departure time for trips which involve the loss of school time, and for seeing that the faculty is given adequate and appropriate prior notice of such changes.
19. Makes recommendations for awards, and for the establishment of appropriate criteria for awards, as directed by the School District Administrator.
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.

Head Coach (continued)

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 School Administrator.
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 in dealing with injuries.
25. Maintains regular contact with other district coaches to provide for articulation between the High school and Middle School Program.
26. Performs other related duties as assigned by the Director of Athletics.
27. Immediately reports all violations or suspected violations of established rules and regulations to the Head Coach and building Athletic Director.
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.

Approved: 6/94

Approved: 5/12/09

Revised: 9/24/09