

# EASTERN CAMDEN COUNTY REGIONAL SCHOOL DISTRICT

## JOB DESCRIPTION

### Head Coach

#### QUALIFICATIONS:

1. Teacher's Certificate or as directed by N.J. State Board of Education.
2. Preferably to have played interscholastic and/or intercollegiate competition.
3. To have coached at the high school or college level for at least one year.

#### REPORTS TO:

Vice Principal of Athletics

#### JOB GOAL:

As a staff member of the Athletic Department, under the direction of the Vice Principal of Athletics, the Head Coach recommends and implements approved policies of the Athletic Department; directs the overall activities of their sport; recommends budget requests for supplies and equipment; provides for the welfare of their student athletes; maintains and enhances the school's standing in the community through the conduct and performance of their players and coaches; and fulfills such other duties as may be assigned by the Vice Principal of Athletics or the Principal.

#### PERFORMANCE RESPONSIBILITIES:

1. Assume responsibility for team members under their supervision; promotes good sportsmanship and enforces all district, league, and NJSIAA rules and regulations governing sports.
2. Comply with board-adopted emergency medical procedures for all practice sessions and competitive levels; is familiar with legal aspects of negligence and liabilities.
3. Work directly with the Vice Principal of Athletics in all matters pertaining to the development, organization, and administration of the program; report any unusual activities to the Vice Principal of Athletics.
4. Submit an annual budget and coordinate all equipment needs to the Vice Principal of Athletics, listing all equipment and supplies required to operate the program; assist in the distribution, collection, and inventory of equipment.
5. Work closely with the Vice Principal of Athletics in scheduling interscholastic contests; plan and schedule a regular program of practice in season.
6. Actively seek, recruit, and recommend assistant coaches to the Vice Principal of Athletics who can help develop the program; develop specific job responsibilities for all assistant coaches, and meet with coaching staff throughout the year to discuss matters pertinent to the program.
7. Be available to speak throughout the year to all interested community organizations, in order to promote our program and secure community support.
8. Work closely with the appropriate persons in matters of student attendance, college placement, and athlete eligibility.
9. Develop a working relationship with all faculty members; be prepared to discuss with them any problems that involve our student athletes.
10. Develop relationships with representatives of universities and colleges to promote the matriculation and acceptance of all athletes interested in furthering their education; encourage representatives to visit our school and be prepared to discuss our student athletes and their qualifications.
11. At the conclusion of the season, turn in all reports and materials as directed by the Vice Principal of Athletics; evaluate all assistant coaches and make recommendations as to their future status to the Vice Principal of Athletics.

12. Teach every student athlete proper technique, sportsmanship, and the need for safety; inform every student athlete of the rules governing their participation.
13. Provide supervision before, during, and after all activities.
14. Monitor locker rooms before and after practices and games, checking on general cleanliness of the facility; responsible for maintenance and storage of specific sports equipment, i.e. blocking sled, hurdles, pitching screens, etc.
15. Secure all doors, lights, windows, and locks before leaving building if custodians are not on duty.
16. Oversee the safety conditions of the facility and equipment; monitor equipment rooms and coaches' offices for official use only, and allows their student athletes the use of authorized areas of the school only during appropriate times.
17. Give diligent attention to every student athlete with regard to their physical condition; all injuries MUST be reported to the Athletic Training staff the following school day on the appropriate form.
18. Attend meetings and workshops: staff, league, and others.
19. Give loyalty and support to fellow coaches, student athletes, and the established athletic policy of Eastern Regional High School.
20. Perform such other duties, which may be assigned by the Vice Principal of Athletics and/or the Principal.

**TERMS OF EMPLOYMENT:** Appointed yearly.  
 Salary in accordance with the sponsor's guide listed in the agreement between the E.E.A. and the Board of Education of E.C.C.R.S.D.

**EVALUATED BY:** Performance of this job will be evaluated annually by the Vice Principal for Athletics

**BOE APPROVED:** August 22, 2018