

## NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

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**TITLE:** HEAD COACH

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate or eligibility\* or County Substitute Certificate\*\*
  2. Minimum experience as determined by the board
  3. Demonstrated knowledge of the sport, sports training and conditioning, injury prevention and management and the principles of human growth and development
  4. Ability to maintain a positive learning environment and high standards of conduct for athletes
  5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

*\*Current employment by a board of education is required if coaching or instruction will take place during any part of the school day including recess.*

*\*\*Upon approval of the executive county superintendent, a holder of a county substitute certificate may be employed for a designated sports season.*

**REPORTS TO:** Director of Athletics

**POSITION GOAL:**

To assist each participating student to achieve a high level of skill, an appreciation for the values of discipline and sportsmanship, and an increased level of self-esteem.

**ESSENTIAL JOB FUNCTIONS:**

1. Provides for the safety and welfare of all student athletes.
2. Ensures that each athlete has turned in a completed permission form; statement of risk form; health history form; and understanding of expectations form signed by a parent or guardian prior to any participation.
3. Ensures that each athlete has turned in a physical examination form signed by a physician and has been medically cleared by the school nurse prior to any participation.
4. Submits and updates student eligibility lists. Notifies the Guidance and Athletic Department of any transfer student and does not allow a transfer student to play in any scrimmage or game until that student is declared eligible by the administration and/or NJSIAA.

5. Supervises all practices, competitions, bus rides and locker rooms. Makes sure all facilities (locker rooms, weight room, building entrance, stereo system, gymnasiums, trainer's room etc.) are locked and secured before and after practices and events.
6. Reviews daily student attendance and ensures school rules for participation are enforced.
7. Teaches individual and team skills. Uses safe and appropriate drills and techniques.
8. Supervises and instruct assistant coaches in proper coaching methods.
9. Demonstrates a strong overall knowledge of the sport (rules, strategies, drills etc.). Attends clinics to remain current with the developments in the sport.
10. Evaluates (in writing) all assistants at the end of the season and reviews these evaluations with the Athletic Director.
11. Promotes the total sports program with the student body, the staff and the public.
12. Assists the Athletic Director with scheduling, budgeting, inventory, care of supplies and equipment, and player eligibility. Prepares an annual budget. Schedules scrimmages and independent games.
13. Issues, records, collect and properly store all uniforms, keys, user fees and equipment.
14. Prepares an end-of-the-season report as outlined by the Athletic Director.
15. Adheres to the procedures described in the *Northern Highlands Coaches Manual*.
16. Adheres to all the rules and regulations of the Northern Highlands School District, the athletic leagues/conferences., and the N.J.S.I.A.A.
17. Prepares a varsity letter winner list and presents these varsity letters at the seasonal awards ceremony.
18. Checks game and practice areas daily to make sure they are free of hazards.
19. Works closely with the trainer in the prevention, care and rehabilitation of injuries.
20. Conducts him/herself at all times in a manner consistent with the tenets of good sportsmanship. Refrains from using profanity and/or making derogatory remarks.
21. Facilitates college recruitment of athletes through personal contact and letters of recommendation.
22. Encourages all team members to develop the character traits of loyalty, industriousness, respect for others, and perseverance.
23. Reinforces the importance of and commitment to academic excellence.
24. Submits all paperwork to the Athletic Director in a timely and efficient manner.

25. Attends various school functions including, but not limited to: Meet the Coaches Night, 8<sup>th</sup> Grade Day/Night and Open House, Sports Awards Nights, Senior Athlete Brunch, various league, county, state and school district coaches meetings, parent meetings, senior awards meeting, Pep Rallies etc.
26. Assists student athletes with the college recruiting and application process.
27. Interacts with the sending districts and recreational programs.
28. Demonstrates the ability to teach, evaluate, motivate and provide feedback on skills, techniques and strategies associated to his/her sport.
29. Coordinates well organized practices, which utilize the coaching staff, facilities and athletes to their maximum potential.
30. Represents the athletic department and school in a positive manner while attending and/or participating in events both at Northern Highlands and at other schools/sites.
31. Holds a preseason meeting and sends home materials including tryout procedures, practice and game schedules, fundraising plans and additional information applicable to their sport.
32. Has all correspondence to players and parents approved by the Athletic Director or Principal prior to distribution.
33. Submits (well in advance) a copy of their tryout, practice and summer workout schedules (and any other information that parents may need to know) regarding their sport during the summer recess and the regular season.
34. Cooperates and maintains rapport with other coaches, teachers, administrators and staff members.
35. Develops sound public relations by cooperating with newspapers, radio, television, and parent associations.
36. Shows an interest in student athletes' off-season activities and academic performance.
37. Maintains appropriate team and individual discipline and overall team/practice management.
38. Communicates with student athletes, school staff, parents etc. in a positive and professional manner and shows consistency, fairness, patience and respect for team members and others.
39. Informs the Athletic Director of any and all problems associated with his/her sport or team.
40. Carries a first aid kit and completed student medical emergency information cards to all practices and athletic events. Carries an AED to applicable events in accordance to NJ law.
41. Is familiar with all expectations and consequences published in our Student/Parent handbook.
42. Thoroughly reviews and follows Board of Education policies regarding hazing, harassment

and bullying.

43. Follows Board of Education policies and procedures during summer recess (attendance, facility requests, etc.).
44. Ensures that all coaching staff they supervise is compliant with state requirements and certifications including but not limited to CPR, Concussion, Heat Illness, HIB
45. Performs other duties as requested by the school administration and as appropriate to the position.

**TERMS OF  
EMPLOYMENT:**

Salary and work year to be determined by the Board.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

BOE APPROVED: 10/2/17  
2<sup>nd</sup> Reading: 10/16/17