

Northwest Catholic High School

Job Description: **Head Varsity Girls' Soccer Coach**

Application Opening: December 19, 2018

Application Closing: January 20, 2019

Head Coach Job Description:

Title: High School Athletic Coach

Reports to: Northwest Catholic HS - Director of Athletics

Receives Guidance From: Northwest Catholic HS – Director of Athletics

Term of Appointment: One School Year

Salary: A negotiated agreement between the Greater Hartford Catholic Education Association and the Office of Education, Evangelization and Catechesis

Duties and Responsibilities:

A. NWC Mission Formation for Coaches and Student Athletes

- i.** Is fully committed to the Catholic educational mission of Northwest Catholic to educate students in mind, body, spirit and imagination;
- ii.** Participates annually in school sponsored professional development sessions for the spiritual formation of coaches and students in Catholic high school athletics;
- iii.** Serves as a leader and role model for coaching staff and players through a commitment to personal integrity, character development, and developing the spiritual values of coaching;
- iv.** Develops student athletes as individuals of faith, moral character, and personal excellence;
- v.** Is willing to participate in spiritual formation of athletes (i.e. retreats, days of service, prayer before games, etc.).

B. Organization and Communication

- i.** Is a constant supporter and ambassador of the Northwest Catholic Athletic Program, as well as the overall mission of Northwest Catholic High School;
- ii.** Sends information / correspondence to players / parents;

- iii. Conducts opening Team Meeting for student athletes and parents/guardians;
- iv. Develops procedures for open communication with parents and athletes;
- v. Establishes dialogue with parents and student athletes to address issues and concerns;
- vi. Supervises, coordinates, and organizes Assistant Coaching Staff in consistency with “program concepts,” especially within the developmental teams within your respective sport.

C. Administrative

- i. Spends within allocated budget with required approval of the Director of Athletics and Northwest Catholic Finance Office;
- ii. Manages equipment inventory
- iii. Maintains Athletic facilities;
- iv. Enforces Northwest Catholic’s Athletic Handbook;
- v. Completes all school and CIAC eligibility forms;
- vi. Distributes team rosters, schedules (game and practice), and contact information to all student athletes and their parents;
- vii. Monitors athlete attendance, behavior, and academic status;
- viii. Checks student-athletes grades at the end of the quarter /semester;
- ix. Determines recipients of team awards and honors, including but not limited to (Team MVP, Coaches’ Award, Post Season Honors, and Captaincy);
- x. Administers season-ending program evaluation, self-evaluation, and evaluation of the Northwest Catholic Athletic Department;
- xi. Reports Home Game scores/results to local media outlets, as well as the Northwest Catholic’s Assistant Athletic Director.

D. Training and Preparation

- i. Develops positive sportsmanship;
- ii. Sequential conditioning;
- iii. Skill training;
- iv. Tactical training;
- v. Motivation;

- vi. Attention to maturity, readiness, and preparing of athletes;
- vii. Attends Professional Development sessions, including but not limited to the State Mandated Concussion Management and Sudden Cardiac Arrest program.

E. Sports Medicine

- i. Ability to use approved First Aid, CPR, and AED skills through yearly certification program;
- ii. Interacts with the Head Athletic Trainer of Northwest Catholic, team and family physicians, student athletes, and their parents following an injury;
- iii. Ensures that a student-athlete is cleared by medical personnel before returning to practice or competition.

To Apply:

Anyone interested in applying for the position is asked to submit the following materials in email to the Northwest Catholic Athletic Director, Matthew Martorelli (mmartorelli@nwcath.org).

- Cover letter expressing your interest in the position of Head Varsity Coach at Northwest Catholic High School;
- An updated current resume with the all dates included;
- Copies of any and all certifications associated with coaching;
- List of three to five references with name, phone number and email address (References will be contacted only with the candidates' permission and not before mutual interest is clearly established).

Applications will be accepted through January 20.

About Northwest Catholic:

Northwest Catholic is the school *where you know you belong.*

Located in the beautiful town of West Hartford, ranked in 2016 by time.com as #15 in Best Places to Live in the U.S., Northwest Catholic is home to a vibrant, diverse, academically-driven, service-oriented community.

NWC offers a comprehensive academic program, including 17 Advanced Placement courses and 28 Honors courses, represented in every discipline, from music to religion. With the help of experienced school counselors, students build a challenging course of study that begins their first day and continues until graduation. **98% of NWC graduates continue on to four-year colleges and universities**, many with merit-based

scholarships, highlighting the degree of preparation and quality of instruction offered at the School. NWC's academic success is touted throughout Connecticut's capital region. In 2018 Northwest Catholic was ranked by niche.com as the #1 Catholic school in Greater Hartford.

Our promise at Northwest Catholic is to educate the whole person — mind, body, spirit, and imagination. We believe that an education that does not take into account a student's spiritual life is incomplete. We encourage excellence, and as each student strives for it — academically, athletically, and artistically — he or she becomes a person of faith and service.

We look to our motto to guide us: *In lumina tuo videbimus lumen*. In Your light we shall see light. Everything we do at Northwest Catholic, every act and every interaction, is an opportunity to be the light of Christ for one another. It is this spirit of faith and light that has distinguished the NWC community for over half a century.