



RANDOLPH TOWNSHIP SCHOOLS JOB DESCRIPTION

TITLE: Head Coach
REPORTS TO: Athletic Director
QUALIFICATIONS:

1. 60 college credits/substitute credential or NJDOE certificate required.
2. Detailed knowledge of the sport.
3. The ability to successfully complete a criminal history background check and provide proof of U.S. citizenship or legal resident alien status.
4. Current residency in New Jersey, approved residency waiver or agreement to obtain residency within one year of employment.

GENERAL DESCRIPTION:

The Head Coach shall be directly responsible for the execution of his/her duties as defined below and any other duties as assigned.

ESSENTIAL JOB FUNCTIONS:

Program Responsibilities

1. Supervises the program including junior varsity and freshman teams.
2. Assigns duties of assistant coaches.
3. Develops a practice schedule within the time constraints specified by the Athletic Director.
4. Completes a weekly report during the sport season regarding the activities in the sport program.
5. Maintains and protects athletic equipment used in the program at the end of the season.
6. Completes and inventories of athletic equipment used in the program at the end of the season.
7. Completes an annual report evaluating the program including recommendations for improvement.
8. Maintains records as required.
9. Develops a budget for the program.
10. Develops good public relations in the school community.
11. Adheres to the coaching ethics embodied in the high school coach's manual.
12. Promotes self-esteem among student athletes.

Personnel Responsibilities

1. Implements the rules and regulations of the Bylaws of the Iron hill Conference and the New Jersey State Interscholastic Athletic Association.
2. Completes a physical examination of each athlete.
3. Supervises the general health and welfare of students in the program and monitors athletes who are injured, ill or otherwise incapacitated.
4. Supervises the actions and conduct of the team under their jurisdiction.
5. Requests the approval from the High School Principal and Director of Athletics for early dismissal of student athletes.
6. Recommends letter awards for student athletes and ensures that athletes are aware of the award policy.
7. Inspects play areas, shower and locker areas for cleanliness and safety.
8. Disseminates information on district policies and procedures affecting student athletes.

9. Performs such other tasks and assumes such other responsibilities as assigned by the Athletic Director.

WORK YEAR: Ten-month employee
DATE APPROVED: February 19, 2013
APPROVED BY: Board of Education