



# KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

## Head Coach

(Rev. 12/17/2012; Rev. 4/15/2013, Rev. 04/28/2016)

### Qualifications:

1. BS/BA Degree (Note: In very special and unusual situations, the County Substitute requirement may suffice.)
2. Sufficient experience in participation or related activities to acquire basic skills and techniques of the activity.
3. Valid New Jersey teaching certificate. Valid County Substitute Certificate may be used under emergency provisions.

### Reports To:

Director of Athletics

### Job Goal:

The Head Coach is directly responsible for the performance of assigned duties and responsibilities to the Supervisor of Extra-Curricular & Athletics and ultimately to the Principal.

### Distinguishing Characteristics:

All head-coaching positions require the incumbent to perform all of the following duties in accordance with school policy and the coaches' handbook. The coach should be knowledgeable of the sport to be coached, be able to manage the total designated sport program and be able to provide instruction and experiences for the students which will enhance their personal, physical, emotional and social growth and development.

### Performance Responsibilities:

1. Plans, organizes and implements an interscholastic program consistent with the total educational philosophy of the Board of Education.
2. Coaches individual participants in the skills necessary for excellent achievement in the sport involved.
3. Plans and schedules a regular program of practice in season.
4. Works with the Supervisor of Extra-Curricular & Athletics in scheduling interscholastic contests.
5. Prepares annual budget for equipment, supplies and uniforms.
6. Maintains necessary rosters, inventories, and similar paperwork.
7. Ensures the safety conditions of the facility or area in which their assigned sport is conducted.
8. Keeps abreast of current sport knowledge and coaching techniques in designated sport and of the governing policies, rules, regulations, procedures, and eligibility requirements of the District.
9. Enforces discipline and sportsmanlike behavior at all times, and establishes and oversees penalties for breach of such standards by individual students.
10. Provides the Supervisor of Extra-Curricular & Athletics with information that will help in the evaluation of his/her assistant coaches.
11. Encourages academic achievement of all athletes through diligent monitoring and counseling.
12. Meets periodically with his/her staff to ensure consistency with their program.
13. Conducts training sessions with his/her staff prior to the start of the season.
14. Serves as a resource person for his/her staff.
15. Conducts other jobs related to his/her program suggested by the Director of Athletics and/or Principal.
16. Conforms to rules and regulations as stated in the Coaches Manual.



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17. Remains mindful of the District's hours of operations and will not schedule events, practices, scrimmages or games at times when the District is closed and will ensure that such events will not run past closing hours.
18. Observes the rules and regulations outlined in the Kingsway Wellness Center User Agreement and has a signed copy of this User Agreement on file.
19. The head coach is responsible to contact local media outlets with pre-season reports, daily contest results, post-season summary and relevant news items during the season.
20. The head coach is responsible to submit an end-of-season report to the supervisor of athletics within 2 weeks after the end of the season.
21. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.

### Employment conditions:

Contract year:	July 1 to June 30
Job Family	Schedule: B, Class: IV-Athletics
Pay Grade/Compensation Structure:	G20
Evaluation:	In accordance with Board policy
Job Code:	N/A