Tenafly PUBLIC SCHOOLS

HEAD ATHLETIC COACH

Qualifications:

- Valid New Jersey Instructional Certificate (or eligibility) or County Substitute Certificate
- Prior coaching experience or participation in the sport as determined by the Board.
- Demonstrated knowledge of the sport, sports training and conditioning, injury prevention and management and the principles of human growth and development.
- Ability to maintain a positive learning environment and high standards of conduct for athletes.
- Effective communication, interpersonal and organizational skills.
- Required criminal history background check, medical examinations, requirements as needed to demonstrate fitness for duty and proof of U.S. citizenship or legal resident alien status.
- Possess NJSIAA coaching certificate or working toward completion within one year of hire.

Primary Function:

Successfully supervise and instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

Direct Report:

Athletic Director

Specific Duties and Responsibilities:

- Supports the Board of Education's and administration's philosophy, goals, and objectives for the district, its schools, and its departments.
- Coaches individual participants in the skills necessary for success in the sport involved.
- Assists the athletic director in making arrangements for athletic competitions and related transportation.
- Recommends the purchase of equipment, supplies, and uniforms as appropriate.
- Assumes responsibility for team members under his/her supervision; promotes good sportsmanship and enforces all rules and regulations.
- Complies with board-adopted emergency medical procedures for all practice sessions and competitive levels.
- Assumes responsibility for the selection of team members and verifies their eligibility according to established physical and academic requirements of eligibility for participation in each sport; obtains written parent permission for students to participate and files team member records with the athletic director.
- Assists the athletic director in the preparation and administration of the athletic program budget; prepares a budget for the assigned sport.
- Assists the athletic director in the preparation of annual evaluations of all assistant coaches and, where applicable, other staff members.
- Plans and schedules a regular program of practice in pre- and regular season and attends all contests of the assigned sport.
- Oversees the safety conditions of the facility or area in which the assigned sport is conducted at all times that students are present.
- Assumes responsibility for all team equipment during practice and contests and assists in the distribution, collection, and storage of athletic gear.
- Upholds and enforces school rules, administrative regulations and board policy, and all BCSL and NJSIAA rules and regulations governing sports.

- Attends, as directed, all meetings required by the BCSL, Bergen County, and NJSIAA that are specific to the assigned sport.
- Oversees the keeping of team statistics; develops and submits game reports, end-of-the-year reports, recommendations for awards, attendance forms, eligibility records and other requested documentation as directed.
- Obtains, Concussion, CPR and epi-pen training and agrees to serve as an epi-pen "voluntary" delegate for students participating on the athletic team.
- Attends meetings scheduled by the athletic director and participates in recruitment/information sessions for students and parents.
- Maintains positive relations with district employees, officials and all others with whom the Head Athletic Coach is in contact.
- Keeps informed about the latest equipment, rules and coaching technique in the sport.
- Provides direction and support to assistant and volunteer coaches as directed, in developing their coaching skills.
- Cooperates with the other members of the athletic department, staff, and administration.
- Excellent and prompt attendance at all events and meets timelines for completion of tasks.
- Performs other duties assigned by the Superintendent of Schools, athletic director, building principal, or required by law, code, regulation, and/or Board policy.

Terms of Employment:
The length of the specific season as prescribed by the NJSIAA – Coaching positions are not tenurable. The Board will determine annually who is appointed to each coaching position in the District.

Evaluation:
Performance of this job will be evaluated in accordance with Board policy No. 3221, "Evaluation of Coaches (Non-Tenurable)", and Board Regulation No. 3221.1, "Evaluation of Coaches (Non-Tenurable)".

Board Approved:
10/04/07

Revised:
11/13/2008
8-10-11
10/6/11