

# **Caldwell – West Caldwell Public Schools**

## **Job Description**

**Title:** **Head Coach**

### **QUALIFICATIONS:**

1. New Jersey Teacher certificate preferred; Substitute certificate considered
2. Ability to organize and supervise a complete sports program
3. Previous successful coaching experience in assigned sport
4. Criminal history background check and other certifications as required by NJSIAA, conference, and county affiliations
5. Such alternatives to the above that the Board may find appropriate

**REPORTS TO:** Director of Athletics

### **RESPONSIBILITIES:**

1. Recruit and evaluate all candidates
2. Develop and implement both in-season and out-of-season conditioning and/or weight training programs, while complying with all NJSIAA In and Out-of-Season guidelines
3. Plan, develop, and implement summer activities as appropriate to enhance program
4. Maintain a thorough knowledge of all athletic policies approved by the Caldwell - West Caldwell Board of Education and the JCHS Coaching Staff Handbook
5. Maintain a thorough knowledge of existing league, county, and state regulations; relay all knowledge to other staff as necessary
6. Issue proper and safe equipment and be responsible for the return of same
7. Requisition equipment through and after consultation with the Athletic Director
8. Attend all public/state/conference/staff/departmental meetings as required
9. Establish good public relations within the school and community
10. Provide the Athletic Director with material for publicity
11. Supervise or ensure that an approved coaching staff member supervises all student-athletes for the duration of all practices, games, and meetings, including locker room, building, and transportation supervision

12. Understand the proper chain of command and refer all requests or grievances through proper channels
13. Analyze staff effectiveness and evaluate assistants with the Athletic Director
14. Assist the Athletic Director in scheduling, providing transportation, and meeting all requirements for tournaments and special events
15. Maintain fair and consistent discipline, and work to increase morale and cooperation
16. Report immediately to administration all observed or reported incidents of Harassment, Intimidation, and Bullying, including hazing
17. Give constant attention to student-athlete grades and conduct
18. Complete paperwork on all athletic injuries on proper forms and submit to athletic trainer within 24 hours
19. Assist athletes with college or other post-secondary plans
20. Participate in budget planning with the Director of Athletics
21. Secure all doors, alarms, lights, windows, and locks prior to leaving building
22. Other responsibilities as assigned by the Director of Athletics