



# Haddonfield Board of Education

1 Lincoln Avenue  
Haddonfield, New Jersey 08033

## Job Description

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### **POSITION: HEAD COACHES**

Athletic coaches in the Haddonfield School District shall be specialists relative to the unique nature of their particular sport(s). Coaches shall maintain the ability to train and motivate young people within their sport(s) in order to help athletes realize their maximum potential. Coaches will reach a thorough understanding of the athletic department philosophy to ensure that all athletes are made to feel they are part of a team, and that lifelong skills and values are imparted to all athletes. Coaches shall also develop a public relations component to their programs. The purpose, philosophy and organization of their athletic programs will be promoted internally (athletes, student body, faculty/staff) and externally (parents/community). Compatibility with athletic department philosophy, goals and guidelines will be maintained at all times.

### **QUALIFICATIONS:**

Mandatory for employment as a coach, the applicant must have preparation in each of the following areas:

1. New Jersey Teaching certificate or County Substitute certificate.
2. Must authorize in writing a criminal background investigation
3. Must submit to and pass a Mantoux intradermal tuberculin test in accordance with N.J.A.C. 6:29-2.3
4. Must execute release of liability form
5. A course in Sports First Aid (for coaches with no coaching experience in a New Jersey high school prior to September 2006). Coaches will have one year from date of hire to complete course.
6. A course in Principles of Coaching (for coaches with no coaching experience in a New Jersey high school prior to September 2006). Coaches will have one year from date of hire to complete course.
7. A certificate of completion of a class in C.P.R.
8. A course, workshop or clinic in the specific sport, or one season of verified internship under an experienced head coach (head coaches only).



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**PRIMARY FUNCTION:** Coaches are responsible for planning, developing, coordinating, evaluating, and continually improving their programs.

**REPORTS TO:** All coaches are directly responsible to the Athletic Director, and subordinate to main office and central office administrative personnel. Assistant coaches work within parameters as established by the head coaches. Coaches are encouraged to make themselves available to assist athletes both during and outside of competition season dates in areas that may include conditioning, sports camps, college and employment recommendations, academic and personal situations.

**CONSULTS WITH:** Coaches will interact positively with coaches of other sports, and work to promote the best interests of all Haddonfield School district student-athletes at all times

### **MAJOR DUTIES AND RESPONSIBILITIES:**

**Specific:** Head Athletic coaches in the Haddonfield School District are:

- 1) Responsible for the coordination of all programs (Grades 6-12)
- 2) Responsible for the planning and delivery of daily practices, including sport specific fundamentals and techniques, offensive and defensive formations and strategies, positioning, rules and conditioning.
- 3) Responsible for meeting all uniform, supply and equipment needs during the course of the season. Coaches will work with the Athletic Director in this area.
- 4) Responsible to complete and submit on time all local, league and N.J.S.I.A.A. requests for information.
- 5) Responsible to represent the Haddonfield School District at all appropriate local, league and N. J. S. I. A. A. meetings and functions.
- 6) Responsible for maintaining communication through e-mail, voice mail, web sites and e-boards.
- 7) Responsible to stay current with changes/trends in specific sports through college courses, participation in clinics and professional interaction with fellow coaches.



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- 8) Responsible to maintain all applicable safety standards (athletes, fields, facilities, equipment, training) as a matter of routine, and to conform to Haddonfield School District Athletic Department general injury/training procedures and emergency medical procedures.
- 9) Responsible for accurate, written records/reports and compliance relative to parental permission/risk forms, attendance, insurance validation forms, physical exam forms, athlete or coach suspensions, academic eligibility, transfer students, end-of-season reports, team roster, awards/all-star nominations and various publicity/press release informational forms.
- 10) Responsible for the **supervision** of all athletes beginning with their arrival in the locker rooms prior to the start of practices/games, and ending with being present until the last athlete has met with transportation home. All gymnasium doors must be locked and secured. All equipment must be stored in a secure fashion. Coaches will assume responsibility for the general cleanliness of all areas with respect to their own teams.
- 11) Responsible to obtain and coordinate duties of any team managers and statisticians.
- 12) Responsible for enforcing and maintaining compliance with all rules in student handbooks and N.J.S.I.A.A. handbook. Responsible for establishing and maintaining specific team rules. Due process will be maintained relative to these matters. **Appropriate disciplinary measures will be taken when necessary:**
- 13) Responsible for emphasizing the areas of chemical health, sportsmanship, taunting and hazing with all team members.
- 14) Responsible for the continuous promotion/publicity of his/her own sport through communicate with the media, yearbook, parents and involvement in school sponsored endeavors such as spirit week, and school newspaper and program booklets.
- 15) Responsible for personal conduct and player conduct during all practices and home/away games. Coaches' serve as role models for young people and representatives of the Haddonfield School District and therefore must exemplify the highest professional standards of conduct at all times.
- 16) Responsible for submitting annual budget and inventories requests to the Athletic Director.



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- 17) Responsible for meeting with parents in a pre-season setting to discuss areas that will include.
  - A. Informed consent
  - B. Required forms
  - C. Team, local, league and N. J. S. I. A. A. rules/regulations
  - D. Due process/Lines of communication
  - E. Philosophy
  - F. Chemical health/sportsmanship/taunting/hazing
  - G. Transportation policies
  - H. Awards
  - I. Tryout/cut process
  - J. Possibilities of volunteering to help with various aspects of the program.
  - K. Injuries/insurance
- 18) Responsibilities for actively assisting student-athletes with help in achieving their college acceptance goals.
- 19) Responsible for submitting the following at the end of the season:
  - A. Equipment inventory list
  - B. Award lists, statistics records
  - C. First aid kits
  - D. Budget
  - E. Written End of the Season Report
  - F. Return of Keys



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G. Etc.

- 20) Responsible to see that athletes on the team dress properly. On all away trips dress clothes should be worn, if athletes do not suit up at home.
- 21) Responsible for keeping emergency cards. in their possession during practice, contests, etc. In case of an emergency.
- 22) Responsible for accepting additional assignments as directed by the Superintendent of Schools or his designee.
- 23) Responsible for the collection of uniforms and equipment at the conclusion of each season. Handing in of fine slips where applicable.

### **TERMS OF EMPLOYMENT:**

In accordance with the honorarium agreement:

BOE Approval Date:

BOE Review Date: