

RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL DISTRICT JOB DESCRIPTION MANUAL

SCHEDULE B - COACHING STAFF

HEAD ATHLETIC STAFF

GENERAL RESPONSIBILITIES: Responsible for the overall supervision of the assigned program including freshman and junior varsity teams.

QUALIFICATIONS:

1. Knowledge of the sport coached and/or prior experience preferred.
2. Strong Interpersonal Skills
3. New Jersey Teaching Certificate and/or County Substitute Certificate
4. Evidence of Completion of Required Trainings for Coaches: Prevention and Treatment of Sports Related Concussions and Head Injuries; Anti-Hazing, and any other training required by NJ State Law
5. Required onboarding prerequisites including, but not limited to, successfully completing required criminal history background check; proof of U.S. citizenship or legal resident alien status; and current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

REPORTS TO: Athletic Director

RESPONSIBILITIES:

1. Assigns and monitors the duties of approved assistant coaches.
2. Contains practice periods within the time specified by the Athletic Director, obtains the approval of the Athletic Director, obtains the approval of the Athletic Director to conduct practices during the holiday period.
3. Issues and collects promptly the interscholastic athletic equipment used by members of his team.
4. Provides periodic (in season) reports to the Athletic Director/Trainer regarding the teams progress, needs and/or problems.
5. Completes an inventory at the end of each season of the equipment used.
6. Maintains records as required by the Athletic Director/Trainer.
7. Submits a comprehensive budget for the assigned sport.

8. Teaches by rules and example good sportsmanship and develops public relations programs in the school and community.
9. Submits in advance any requests from the Booster Club or other group for fundraisers.
10. Assures that the assistants are properly informed and becomes familiar with Rumson-Fair Haven athletic policies and the rules and regulations of the NJSIAA and abides by all directives and procedures contained in the Coaches Handbook.
11. Ensures that a physical examination is satisfactorily completed by each member of the teams prior to the start of practices. No athlete is to be permitted to practice until he/she has had a physical and has turned in a valid, signed permission card.
12. Provides or obtains immediate emergency treatment for all injured players.
13. Completes the accident forms in case of injuries at the time of the accident and files one copy with the Athletic Director/Trainer.
14. Assumes responsibility for the actions and conduct of his team.
15. Clears with the Athletic Director/Trainer the departure time for trips that involve loss of school time and sees that the faculty is given adequate and appropriate notice.
16. Ensures that all team members have transportation home after practice sessions or games.
17. Assumes responsibility for locker room supervision before and after all practice sessions and games as assigned.
18. Recommends letter awards and clarifies the award policy for athletes.
19. Explains all district procedures and policies to members of the team and to parents of team members at scheduled, publicized meetings.
20. Performs other appropriate tasks in connection with coaching as assigned by the Athletic Director/Trainer, Principal, and /or Superintendent.

TERMS OF EMPLOYMENT: Seasonal by sport. Stipend-Only Position. Non-Tenure Track. Stipend established in the Agreement between the Rumson-Fair Haven Regional Board of Education and the Rumson-Fair Haven Regional School Employees Association.

ANNUAL EVALUATION: Performance of the position will be evaluated in accordance with state law, NJDOE regulations, and the provisions of the Agreement between the Rumson-Fair Haven Regional Board of Education and the Rumson-Fair Haven Regional School Employees Association.

AMENDED / APPROVED BY RFH BOARD OF EDUCATION: March 28, 2022

APPROVED BY RFH BOARD OF EDUCATION: October 9, 2018