

Montclair Public Schools  
Personnel Department

**JOB DESCRIPTION**

**Title:** Coach

**QUALIFICATIONS:** 1/ Appropriate NJ certification for the position, 2/ Must be able to maintain annual certification in CPR; 3/ Availability from 2:50 PM until the conclusion of practice and/or for home and away athletic contests which may occur at night or weekends, 4/ Demonstrated experience and competencies for performance responsibilities, 5/ Required criminal background check and proof of US citizenship or legal alien status; 6/ Such alternatives to the above qualifications as the Board may find appropriate and acceptable;

**RESPONSIBLE TO:** H.S. Principal/Asst. Principal for Athletics

**JOB GOAL:** To organize, coordinate and promote a comprehensive athletic program in the assigned sport that is designed to meet the needs and interests of the school community. To provide effective leadership that will ensure a positive learning environment and will stress the importance of academic achievement and social responsibility while modeling a high degree of ethics and professionalism.

**PERFORMANCE RESPONSIBILITIES:** 1/ Establish and monitor rules, regulations and procedures as needed for the athletes participating which conform to BOE policies, league and state rules and regulations; 2/ order and maintain supplies; 3/ counsel and advise athletes and asst. coaches on eligibility, rules and regulations, sportsmanship and citizenship; 4/ Prepare and submit an annual budget to the administration and follow the district policies involving financial transactions; 5/ Prepare forms, reports, inventory and recommendations as required; 6/ Operate in such a way that protects the district's ability to function as an integral part of NJSIAA; 7/ Be responsible for public relations and publicity for the assigned athletic program; 8/ Establish procedures for communicating with parents/guardians; 9/ Plan, organize, and implement the teaching of fundamentals, strategies, rules, and proper conditioning in the assigned sport; 10/ Compile and maintain accurate individual and team performance records; 11/ Participate in the awards program(s) according to school procedures; 12/ Ensure that adequate supervision is provided for all students involved in the program; 13/ provide for the safety of participants by inspecting facilities and equipment and being aware of environmental conditions; 14/ Issue, collect, inventory, and store equipment consistent with department guidelines; 15/ Instruct participants in safety procedures and in the need to report injuries to the coach and/or trainer immediately and implement appropriate procedures for handling injury situations; 16/ Ensure the availability of a properly supplied first aid kit and emergency care cards at all times; 17/ Inform students of the insurance program available through the district; 18/ Attend games, including home J.V. and sophomore games as required by the position or administration; 19/ Establish and maintain relationships with local community groups and individuals to develop, foster and solicit understanding and support for overall school objectives and programs; 20/ Prepare and have approved guidelines for all candidates trying out for the team ; 21/ Assume responsibility for locker rooms and other areas used by the team athletes; 22/ Assume other related responsibilities and duties within the context of the above major responsibilities and/or illustration of key duties; 23/ Maintain necessary confidentiality of medical conditions as appropriate, 24/ Enforce all board and league policies, administrative directives and state laws/regulations, 25/ Other duties as assigned or required by the demands of the position and administration.

**TERMS:** Annual appointment required. Stipend as per the MEA agreement.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of certified staff.

*Approved 7/91; revised 8/2007*