

Newburgh Enlarged City School District

Job Description

TITLE:	Athletic Coach
REPORTS TO:	NECSD Athletic Director

QUALIFICATIONS:	<ul style="list-style-type: none"> • Valid New York physical education teaching certificate or appropriate New York State coaching certification • First-aid, AED, CPR, and Concussion Management certificate • SAVE and DASA training including NYSED fingerprint clearance • Prior coaching experience preferred • Strong knowledge of National Collegiate Athletic Association Clearinghouse procedures
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JOB GOAL:	<ul style="list-style-type: none"> • Instructs scholar-athletes in the fundamental skills, strategies, and physical training necessary for team and individual success • Provide leadership to support the formulation of moral values, pride of accomplishment and acceptable social behavior in scholar-athletes • Supports the development of self-discipline and self-confidence in each scholar-athlete
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REQUIRED KNOWLEDGE, SKILLS & ABILITIES:	<ul style="list-style-type: none"> • Extensive knowledge and understanding of the basic and advanced aspects of the individual sport • Motivational techniques and strategies to improve individual and team performance • Ability to communicate ideas and directives clearly and effectively both orally and in writing • *Active listening skills • Organizational and problem-solving skills • Ability to recognize and treat minor athletic injuries • Demonstrated cultural competency and sensitivity to diverse populations
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<p>REQUIRED KNOWLEDGE, SKILLS & ABILITIES: (continued)</p>	<ul style="list-style-type: none"> • Appreciation of the unique individual differences and maturation (physically, intellectually, emotionally) of the scholar athletes • Ability to establish relationships and work effectively with others • Ability to effectively organize, and supervise practices, scrimmages and games • Knowledge of assessment techniques and monitoring strategies to identify student/athlete's efforts, performance, strengths, and weaknesses • Ability to supervise, direct and evaluate subordinate personnel and provide leadership and vision for the individual sport program and all of the teams under his or her supervision.
<p>RESPONSIBILITIES: (Organizational)</p>	<ul style="list-style-type: none"> • Ensures that all aspects of the program comply with the guidelines, rules and policies that have been established by the School District, League, Section, and State and National Federation. • Promulgates information about the program and tryouts to recruit eligible student candidates for participation in the program. • Confirms that all participants have received a physical exam and parent permission. The appropriate forms have been distributed to, collected from and filed for each participant. • Distributes and collects signed training rules for each participant. • Conducts an appropriate try-out for all candidates. Develops and communicates criteria for selection to appropriate teams (Varsity or Junior Varsity). Selects team members and communicates in a timely and sensitive manner to participants in tryouts. • Formulates and submits team lists and rosters, to the Athletic Director. • Distributes and posts practice and game schedules

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<p>RESPONSIBILITIES: (Organizational) continued</p>	<ul style="list-style-type: none"> • Collaborates and assist the Athletic Director in the formulation of scrimmages and non-league game schedules; the determination of transportation times and destinations, and in the completion of requisition forms. • Establishes locker room, training room and office procedures. • Maintain and updated inventory of uniforms, equipment and supplies used with in the program. • Assist the Athletic Director in the development of the program’s annual budget. • Establishes and announces criteria for awards/recognition • Maintains and reports results, statistics, etc.
<p>RESPONSIBILITIES: (Coaching)</p>	<ul style="list-style-type: none"> • Has a thorough knowledge of the sport and develops and provides evidence of daily practice plans throughout the season designed to maximize and improve student competency in the sport • Has a thorough knowledge of all athletic and attendance policies approved by the Newburgh Enlarged City School District Board of Education and implements these policies as required. • Has knowledge of and complies with state, conference, league and school rules and regulations for the sports coached • Ensures that the team and individual scholar athletes are in full compliance with Section 9 and NYSPHSAA rules and policies of the sport • Has extensive knowledge of Policy 5441, which outlines scholar-athlete eligibility • Attends all practices, games and is present on all modes of transportation. Provides assistance, guidance and supervision of athletes at practices games and on transportation to and from games. • Maintains discipline and works to increase morale and cooperation within the school sports program.

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<p>RESPONSIBILITIES:</p> <p>(Coaching)</p> <p>continued</p>	<ul style="list-style-type: none"> • Maintains a stocked medical kit for practices and contests, complete with student emergency information cards. • Attends conferences, workshops, and clinics in order to stay updated on all aspects of the program/sport. • Completes and submits all accident and incident reports in a timely manner to the Health Office, Athletic Director, and Athletic Trainer. • Displays and encourages sportsmanship. Respects officials and works with team/students to understand the aspects of sportsmanship relating to the rules, teammates, opponents and spectators. • Represents the School District and the program in a positive manner and serves as a role model for students. • Develops and enforces training rules. • Conducts his/herself in a professional manner during all practices and games, and notifies the Athletic Director of any incident that occurs, including but not limited to, a coach or athlete being ejected from the competition and/or any other unsportsmanlike conduct on behalf of the players or staff of the opposing team. All coaches will need to fill out (within 24 hours) the requested incident report which needs to be submitted to Section IX immediately.
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<p>Administrative Duties</p>	<ul style="list-style-type: none"> • Assists in scheduling of games and transportation including tournaments and special sporting events. • Assists in the necessary preparation to hold scheduled facility times. • Provides documentation to the Athletic Director to fulfill state, section, conference, league and school requirements concerning physical examinations, parental consent, health interviews, athletic eligibility and academic and/or sports recognitions of student athletes. • Provides proper safeguards for the maintenance and protection of assigned equipment supplies.
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<p>Responsibilities to Students</p>	<ul style="list-style-type: none"> • Provides information relative to training rules and any other unique regulation/rule of his/her sport to each scholar athlete. • Directs student managers and statisticians on respective teams. • Determine discipline, delineates procedures concerning due process when the enforcement of discipline is necessary. Contacts the legal guardians of a student when a scholar athlete is ineligible. • Councils, advises and assist students, where appropriate, on athletic participation at the post-secondary level and navigation of the NCAA Clearinghouse requirements. • Serves as a resource for student involved in the college recruitment process. • Writes letters of reference upon request as appropriate for students who have participated in the program.
<p>Responsibilities to the Staff, Parents & other adults associated with the Athletic Program</p>	<ul style="list-style-type: none"> • Conducts a Parent-Student Orientation to communicate information regarding the school's mission, philosophy, expectations, and address questions and guidelines in the NECSD Interscholastic Athletics Handbook for Student-Athletes and Parents (particularly the Student-Athlete and Parents Acknowledgement Form), and other aspects of the athletic program. • Communications information regarding specific sports concerns; schedules, tryouts, etc. • Cooperates in addressing concerns that requires our attention regarding policies and/or procedures. • Conducts exit exams at the conclusion of the sport season as a way to facilitate scholar-athlete growth, collect feedback to inform the athletic instruction of the program, detail expectations for the scholar-athlete, and to hear parent and scholar-athlete expectations.

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<p>Equipment & Facilities</p>	<ul style="list-style-type: none"> • Is accountable for all equipment and supplies. Notifies Athletic Director if any equipment is lost or not returned. Arranges for issuing and storing of equipment and submits an annual inventory. • Recommends budgetary items for next year in his/her area of the program. • Monitors and supervises locker rooms and coaches offices. • Permits the athletes to be in only authorized areas of the building at appropriate times as deemed by the administration. • Examines locker rooms before and after practices and games. • Instills in each player a respect for equipment, supplies, care and proper use. • Coordinates with other NECSD coaches the use of shared facilities.
<p>Program Responsibilities</p>	<ul style="list-style-type: none"> • Communicates and responds to inquiries in a timely manner to students, parents, and administration. • Understands the proper administrative chain of command and refers all student and parent request or grievances through the Athletic Director. • Assists in the coordination of press releases and school announcements regarding the athletic program. • Contacts the local media in a timely manner with contest results and other relevant information. • Instructs team members as to changes in the rules and teaches the fundamental of his/her sport. • Maintains and submits a record of team and individual statistics on a timely basis. • Coordinates and participates in post-season award ceremonies as appropriate. • Clear all fund raising for your program with the Athletic Director prior to discussion with parents, students or community members.

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<p>Program Responsibilities (continued)</p>	<ul style="list-style-type: none">• Attends all staff meetings and carries out scouting assignments as required.• Arrives in a timely fashion before practice, contests, and meetings to adequately prepare daily activities. Remains afterwards to help players with concerns or to become involved in staff discussions and to supervise until all players are transported home.• Helps in the planning and implementation of both in-season and out-of-season conditioning and weight training programs (if applicable).• Strives to improve his/her knowledge and skills by attending clinics and using resources.• Provides reports as required or requested on student participation and academic performance of scholar athletes and program results.• Coaches employed by the NECSD will utilize the student management system to check the Excessive Period Absence Report of each scholar athlete. Coaches who are not employees of NECSD will be provided access to scholar-athlete information through the NECSD technology department to fulfill their monitoring duties regarding attendance.• Coaches employed by the NECSD will utilize the student management system to check the Attendance Counts by Period of each scholar-athlete on the roster on a daily basis. Coaches who are not employees of NECSD will be provided access to scholar-athlete information through the NECSD technology department to fulfill their monitoring duties regarding attendance.• Submit all signed NECSD Interscholastic Athletics Handbook for Scholar Athletes and Parent Acknowledgement Forms to the Athletic Director in a timely manner.
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<p>Program Responsibilities (continued)</p>	<ul style="list-style-type: none">• Know the procedures for utilizing volunteer coaches, which means that all volunteer coaches are required by NYSPHSAA to have the same certifications on file with the Athletic Department. Any coach who wishes to include a volunteer in their program should consult the Athletic Director at least two (2) months prior to their season.• Performs such other duties that are consistent with the nature of the position and that may be requested by the Superintendent of Schools and Athletic Director where applicable.
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