

Wachusett Regional School District

MISCELLANEOUS

JOB DESCRIPTION

TITLE:

Coach/Assistant Coach

QUALIFICATIONS:

Experience in coaching student athletes as well as strength and fitness training. The Wachusett Regional School District requires all personnel coaching intramural and/or interscholastic sports to have an up-to-date certified first aid course to include CPR as approved by the Administration, a record of such certification shall be maintained on file in the District office.

REPORTS TO:

Health/Physical Education Curriculum Specialist

PERFORMANCE EVALUATION:

The Coach/Assistant Coach will be evaluated annually.

REPRESENTATION STATUS:

Employee at will.

JOB RESPONSIBILITIES:

The Coach/Assistant Coach is responsible for coaching student athletes.

In carrying out this responsibility, the Coach/Assistant Coach shall, in the pre-season:

1. See that all team candidates are notified as to the dates for receiving physicals, athletic equipment, and practice schedules;
2. See that facilities and equipment are ready for use and issued;
3. See that all coaches assigned to their sport know duties for issuing equipment and practice items;

4. Start formal practice sessions and workouts on the date which has been set by the MIAA; and
5. Familiarize oneself with the regulations of the MIAA and the Mid-Wach League as pertains to athletics and their specific sport.

In carrying out this responsibility, the Coach/Assistant Coach shall, in the season:

1. Ensure that all squad members have a physical examination by a medical doctor;
2. Ensure that all squad members are covered by some insurance program and have returned a signed permission form;
3. Ensure that the locker room and equipment rooms are maintained in a neat and proper manner and that all offices and doors are secure before leaving. The coach/assistant coach will be sure to be the last to leave the locker room;
4. Ensure that under no circumstances should a group of students be permitted to practice unless under the direct supervision of the coach. In this respect, no coach should leave a student to resume responsibility at any time;
5. Ensure that practice on Sundays not begin before 1:00 PM;
6. Ensure that students absent from school for an unexcused reason are ineligible to participate if the absence is on the day of an event or if the absence is on the Friday before a Saturday event;
7. Report any suspensions to the Health/Physical Education Curriculum Specialist;
8. Keep accurate records of all contests. Keep such statistics as is necessary for school records;
9. Ensure that all injured players have on file an injury and insurance report;
10. Be responsible for all athletic equipment for which s/he is assigned. All persons using equipment should be instructed that reasonable care should be used;
11. Submit a roster, on forms provided, of all squad members to the

Health/Physical Education Curriculum Specialist after the first week of practice;

12. Notify immediately the Health/Physical Education Curriculum Specialist of any difficulty or irregularity, which may develop in regard to bussing, equipment failure, emergency needs, contact with other people, teams or officials;
13. Report all injuries to the athletic trainer;
14. Ensure, if at all possible, that in the event of an emergency an athlete be accompanied to the hospital or doctor by a staff member;
15. Ensure that any athlete who receives an injury requiring medical attention must obtain written permission from the doctor before s/he will be allowed to return to active participation. This should be accomplished in conjunction with the athletic trainer;
16. Ensure that athletes come and go with the team except when the parents contact the coach and give permission for the athlete to ride home with the parents;
17. Be responsible for strict supervision of their teams on trips;
18. While using the gym and/or other indoor athletic areas, must see that all persons using the gym wear sneakers, that students conduct themselves appropriately, and that any breakage be reported to the Health/Physical Education Curriculum Specialist and Building Principal; and
19. Be interested and loyal to the schools program, to be expected to support the entire program, and to become an active participant in striving to improve the athletic programs as well as the entire educational program of the school.

In carrying out this responsibility, the Coach/Assistant Coach shall, in the post-season:

1. Ensure that all equipment is checked in;
2. Perform a complete inventory of all athletic equipment and recommend in writing to the Health/Physical Education Curriculum Specialist any new items, or replacement items which must be purchased for the following season;
3. Write a brief summary of the season including scores of all

contests, recommendations for future scheduling, officials, and any other pertinent information that the coach/assistant may deem important;

4. Provide the Health/Physical Education Curriculum Specialist with a roster of recommended award winners; and
5. Conducts other staff duties and responsibilities as directed by the Health/Physical Education Curriculum Specialist, including attending meetings as requested or required and, any other staff function required by the Supervisor.

Updated: 12/04/02

Approved by:

Alfred D. Tutela, Superintendent of Schools

Date: 12/04/02