

EPPING SCHOOL DISTRICT  
JOB DESCRIPTION

TITLE: VARSITY COACH OR HEAD COACH

GENERAL DESCRIPTION: The Epping School District may offer co-curricular activities as an extension of the regular school day curriculum. The overall goal of this position is to instruct athletes in the fundamental skills, strategies, and physical training necessary for athletes to realize a degree of individual and team success. Coaches are responsible for athletic activities requiring fifty (50) or more hours, student supervision, and resource management. This position is in addition to the teachers' regularly assigned duties, if employed in the district, and may require before school, after school, and/or non-school time. Candidates will be interviewed by the school administration. The Coach will be appointed for a one-year term and assessed by the school administration during this term. Position is open to qualified individuals inside and outside the district.

QUALIFICATIONS:

1. Previous successful coaching experience in assigned sport
2. Substantial knowledge of the technical aspects of the sport
3. Substantial knowledge of NHIAA rules and regulations
4. Certifications as required by NHIAA
5. Ability to continue to examine new ideas and procedures pertinent to the sport
6. Ability to organize and supervise a total sports program
7. Familiarity with student discipline and safety protocols
8. Strong budget, facilities, and equipment management skills
9. Strong communication skills
10. Ability to work cooperatively with students, parents, school staff, and administration

CLASSIFICATION: This position is designated as a teacher stipend position subject to the Teachers' Collective Bargaining Agreement and School Board Policy.

REPORTS TO: Athletic Director, evaluation by Athletic Director in conjunction with School Principal

SUPERVISES: Assigned assistant or other coaches in conjunction with Athletic Director

PERFORMANCE RESPONSIBILITIES:

PROGRAM:

1. Know and uphold Epping School District Athletic Policy ensuring consistent compliance by all staff associated with the sport.
2. Conduct and supervise athletic activities within school, state, and league regulations ensuring consistent compliance by all staff associated with the sport.
3. Submit an athletic activity plan including team rules, team practices, practice games, regular and post season contests, and travel requirements to the Athletic Director for approval.
4. Keep practice within the time period specified by the Athletic Director.

5. Schedule pre-season scrimmages and officials.
6. Assist the Athletic Director in scheduling facilities, fields, transportation, and other requirements for athletic practices, games, and contests.
7. Follow district safety protocols. Have first aid equipment and kit on hand for all games and practices at all times.
8. Be the first to arrive and the last to leave for all athletic activities.
9. Secure district facilities and grounds after each athletic activity.
10. Advise the Athletic Director on concerns and recommend policy revisions as needed.
11. Use the proper administrative chain of command and refer all requests or grievances through proper channels.
12. Report all contest scores to the Athletic Director within 24 hours and report all scores with available information to the local press.
13. Schedule and organize an awards celebration inviting athletes and parents.
14. Submit an end of season report on the athletic program to the Athletic Director.
15. Schedule and organize a program banquet to give awards. All players and parents should be invited.
16. Strive to improve skills attending professional training activities and using resources within the sport.
17. Perform other sport associated duties assigned by the Athletic Director.

#### STAFF:

1. Hire all assistant coaches and ensure compliance with district personnel policy.
2. Assign assistant coaches, managers, and scorekeepers and inform them of responsibilities and expectations including, but not limited to philosophy, skills, and techniques to be taught.
3. Schedule conferences, clinics, and staff meetings to inform staff.
4. Train staff and encourage professional growth in the sport.
5. Delegate duties, supervise implementation, and evaluate staff at season's end.
6. Model appropriate behavior by maintaining discipline, resolving conflicts, working toward increased morale and cooperation, and never criticizing, admonishing, or arguing with other coaches or staff members in front of athletes or parents.

#### RESOURCES:

1. Demonstrate the manner in which uniforms and equipment are to be used, worn, and taken care of.
2. Protect supplies and sport equipment and keep in good condition.
3. Inventory supplies and equipment at the beginning and end of each season.
4. Submit an end of season equipment and supply request list to the Athletic Director.

#### STUDENTS AND PARENTS:

1. Schedule and attend pre-season student and parent meeting to outline athletic goals and expectations.
2. Articulate the purpose and rules and regulations of the athletic program to students and parents.
3. Communicate the criteria for selecting athletes to students interested in the sport.
4. Articulate the communication protocols between the coach, students, and parents.
5. Keep an up-to-date roster of athletes submitting the initial roster within the first week of practice and reporting any changes to the Athletic Director as soon as possible.

6. Supervise students at all times using appropriate school rules, safety protocols, permission forms, and other required documentation.
7. Supervise and direct student managers, assistants, and statisticians.
8. Know and uphold the academic and illegal substance guidelines set forth in policy.
9. Track weekly grades and conduct of athletes.
10. Complete district paperwork on athletic injuries and submit to Athletic Director within 24 hours.
11. Arrive early for practice, contests, and meetings to adequately prepare, communicate, and supervise athletes.
12. Strive to improve athletes' skills by encouraging attendance at athletic activities and using resources made available.

**COMPENSATION:** Supplementary compensation in addition to teacher salary schedule per Teachers' Agreement. Coach will receive a written contract. Compensation is based on time, supervision of students, and resource management.