

- g. Prepares and sends letter to students and parents explaining expectations and consequences of not following rules. Letter will first be submitted to building principal for approval.

2. Student Management

- a. Provides supervision of all students/athletes involved in the coach's particular activity at all times of involvement and oversees penalties for violation of such standards as stipulated by NJSIAA rules, Board policy and school procedures.
- b. Maintains necessary attendance forms, eligibility records, team roster and similar paperwork and provides information to the Principal as requested.

3. Professional Development

- a. Keeps informed about the latest equipment, rules and coaching techniques in his/her field of sport.
- b. Participates as appropriate in continuous study and research, and/or attends relevant conferences and/or workshops to maintain and enhance professional competence in accordance with district guidelines and budget allocations.
- c. Provides direction and support to assistant coaches, as appropriate, in developing their coaching skills and activities.

4. School and Community Relations

- a. Cooperates and shares professionally with other members of the staff including, but not limited to other coaches.
- b. Strives to establish cooperative relations and makes a reasonable effort to communicate with parents/guardians as appropriate.
- c. Promotes awareness of the athletic team by providing information to the principal and other relevant audiences about the team's activities.

5. Other Assigned Duties

- a. Performs such other tasks and assumes such other responsibilities as may be assigned by the building principal or designee.

TERMS OF EMPLOYMENT:

Stipend is established within the agreement between the Oaklyn Board of Education and the Oaklyn Education Association.

EVALUATION:

Performance of the job will be evaluated annually in accordance with the provisions of the board's policies for personnel evaluation.

DATE APPROVED:

March 29, 2011

