



East Catholic High School (Manchester, CT) - Head Coach Job Description

1. **Title:** Head Girls Volleyball Coach
2. **Reports to:** East Catholic HS – Dean of Wellness & Athletics
3. **Term of Appointment:** One Academic Year
4. **Salary:** A stipend agreement is signed between the coach and East Catholic High School
5. **Qualifications:** Candidates should have experience at either the collegiate, high school, or club level. Please email Jon Dahlquist, Dean of Wellness & Athletics at DahlquistJ@echs.com . Please include a resume and cover letter explaining your interest in the position.
6. **East Catholic's Mission:** East Catholic High School is a regional college-preparatory school of the Archdiocese of Hartford. Building on Catholic tradition and the charism of the Sisters of Notre Dame de Namur, we challenge our students to build strong moral character while pursuing academic excellence, responsible citizenship, active participation in community service, sportsmanship, and an appreciation for the fine arts. Guided by the teachings of Jesus Christ, East Catholic is a welcoming environment for all students.
7. **Head Coach Program Duties & Responsibilities:**
 - Has full responsibility for the overall supervision of his/her program, including Junior Varsity & Freshmen and furthering the mission of the school.
 - Is in charge of supervision and assignment of duties of assistant coaches.
 - Is responsible for keeping practice periods for the sport within the confines of the time specified by the Athletic Director; and is to keep the Athletic Director informed of practice schedules during holiday periods. Also, to ensure these practices dates and times are allowable by CIAC standards and regulations.
 - Emphasizes proper nutrition, and hydration, and implement current dynamic stretching and conditioning routines to enhance performance and reduce injuries.
 - Is responsible for the general upkeep and protection of equipment within their sport.
 - Is directly responsible for a complete inventory of the equipment used in the sport which is to be made at the end of each season.
 - Writes an annual report, at the end of the season, evaluating the program and makes recommendations for improvements.
 - Has the main responsibility for modeling Christian leadership, building good sportsmanship and developing good public relations in the school community.
 - Is responsible for assuring understanding the rules of his or her sport, the student handbook, and CIAC and other pertinent rules governing high school athletics.

8. Head Coach Personnel Duties & Responsibilities

- Is responsible for the general health and welfare of students in his/her sport and gives appropriate attention to athletes who are injured or ill or otherwise incapacitated.
- Is responsible for the actions and conduct of their team whenever they are under their jurisdiction.
- Is responsible for clearing with the Principal/AD the departure time for trips that involve loss of school time 24 hours in advance, whenever possible and for seeing that the faculty is given adequate and appropriate notice.
- Is responsible for seeing that all participants have transportation home when returning from road trips in late evening hours, and remains on campus until all players are picked-up.
- Make recommendations for Athletic Letter, and other awards, and is responsible for clarification of the award policy to athletes.
- Is responsible for explaining all relevant and material policies, including CIAC rules and the Athletic Code of East Catholic, to all members of the team.
- Update eligibility to Athletic Director at the start and end of a season for all players. Notify Athletic Director if player is no longer part of the program.
- Maintain an emergency contact list of parents and guardians along with their cell phone numbers for each player on the team. Ensure that the list is readily available in the case of an emergency.

9. Sports Medicine

- Ability to use approved First Aid, CPR, and AED skills through yearly Certification program.
- Interact with the Head Athletic Trainer of East Catholic, team and family physicians, student athletes, and their parents following an injury.
- Ensure that student athlete is cleared by medical personnel before beginning practice or competition, including the medical forms and waivers.
- This includes completing an injury or accident form when such an action occurs and sharing a copy in a timely manner with the school trainer.