



COACHING Job Description

PROGRAM EXPECTATIONS:

- Wakefield will offer an interscholastic athletics program that carries an educational component centered on the philosophy that hard work, determination, sacrifice and dedication are the precursors to success.
- The Upper and Middle School athletic programs will offer programmatic components that share common expectations while developing schedules tailored to the specific abilities and resources required by each individual team or activity
- Wakefield parents will have a high level of confidence in the Athletic programs and coaches

PRIMARY RESPONSIBILITIES:

- Oversee the sport in a fashion consistent with the Wakefield's Mission & Philosophy and within the guidelines set out by the Athletic Department
- Plan and organize all the elements of the sport, including pre-season and regular season preparation, inventory & management of equipment, management of the team during travel away from Wakefield and post-game communications for media/website
- Conduct the coaching responsibilities in a professional manner, setting the example of sportsmanship by your conduct/behavior/decorum
- Motivate your athletes to achieve their personal best in your sport – including attitude, effort, technical skill, conduct and sportsmanship
- Set clear expectations to the athletes regarding participation in the sport
- Monitor the student's academic performance to ensure ongoing eligibility to participate in the sport
- Keep the Athletic Director and Assistant Athletic Director informed, on a timely basis, of any issues relating to the scheduling, practice, game or student participation in your sport
- Keep parents informed, on a timely basis, about program expectations, scheduling and other requirements that pertain to your sport
- Ensure that all equipment is properly inventoried and cared for during the season
- Participate in the Sports Banquet after each season concludes
- Be familiar with all policies relating to sports at Wakefield (Coaches Manual), including emergency procedures
- Ensure proper communications with coaching peers, health services (nurse, trainer), Dean of Students and relevant advisors/teachers

REPORTS TO:

- Athletic Director or Assistant Athletic Director