

## WAUNAKEE COMMUNITY SCHOOL DISTRICT

### MIDDLE SCHOOL AND SENIOR HIGH HEAD COACH/ADVISOR

#### Job Description

#### I. General Responsibilities

The head coach/advisor for each activity has the responsibility of guiding the activity of the school district, by adhering to the policies and regulations of the School Board, as well as the practices and procedures of the school administration. Each head coach/advisor should have a working knowledge of individual building practices, the District Coaches Handbook and the Wisconsin Interscholastic Athletic Association (WIAA) rules.

Reports To: Activities Director

#### II. Qualifications

- A. Professional preparation: either through employment as a teacher, college training, or previous experience.
- B. Background experience: possess working knowledge of all aspects of the activity.
- C. Personal: demonstrate interest in and an aptitude for performing tasks listed:
  - 1. At every opportunity urge the participants to be polite, courteous, and fair to visiting groups and teams.
  - 2. Display good conduct.
  - 3. Model poise and self-control at all times.
  - 4. Teach the participants to play fairly.
  - 5. Be a good host to the visiting team, coach, participants, and spectators.
  - 6. Educate the players/participants on the sidelines to the fact that it is unsportsmanlike conduct to yell intimidating remarks at the visiting team, participants, or officials.
  - 7. Respect the officials' judgment and the interpretation of the rules. If an interpretation appeal is necessary, follow appropriate procedures.
  - 8. Let the officials control the game and the coach control the team.
  - 9. Publicly attempt to shake hands with the officials prior to the game and the opposing coach/advisor before and after the game.
  - 10. Demonstrate a leadership style that communicates effectively with parents, players, and assistant coaches/advisors, school climate, shows respect for athletic and non-athletic student activities.
  - 11. Enjoy working with middle and high school age students.

### III. Essential Functions

#### A. Program responsibilities

The head coach:

1. Has full responsibility for the overall supervision and development of the program district wide.
2. Is in charge of assigning all duties of assistant coaches/advisors working under his/her supervision.
3. Is responsible for keeping practice schedules for the activity within the confines of the times specified by the activities director and with due consideration to the staff and welfare of participants.
4. Is responsible for the general upkeep and protection of supplies under the jurisdiction of the program.
5. Reports periodically while the activity is in season to the principal/activities director with regard to developments in the program.
6. Is directly responsible for a complete inventory of any supplies used for the activity. (to be completed at the end of each season)
7. Provides an evaluation of the program including assistants and improvements at the high school level at the end of the season.
8. Is responsible for compiling and submitting records (participation and season results for high school and participation for the middle school) to the principal/activities director at the conclusion of the season.
9. Is responsible for recommending purchase of equipment, supplies, and uniforms, as need demands.
10. Has a shared responsibility for striving to build positive attitudes and developing good public relations in the school and community and promotes the sport/activity.
11. Plans and schedules a regular program of practice and meetings in season.
12. Works closely with the principal/activities director in scheduling any contests/performances. This includes filing completed facility usage forms and transportation forms.

13. Oversees the safety conditions of the facility or area in which assigned sport/activities conducted at all times and participants are present.
14. Conducting a preseason parents' meeting and attending the WIAA and Badger Conference meetings.
15. Makes recommendation to the activities director in matters of scheduling.
16. Cooperates with all other staff in providing the optimum program possible under existing conditions.
17. Makes financial reports of all trips where money has been advanced and keep accurate records when expenses are to be reimbursed. (mainly at the high school level, example; state tournament expenses.)
18. Submits the following to the activities director or principal:
  - A. An alphabetical roster as soon as it is set.
  - B. A squad roster with all necessary personal data, at least one week before the first contest.
  - C. An alphabetical list of award winners and score sheets immediately following the season.
19. Keeps abreast of new developments, innovative ideas and techniques by attendance at clinics, workshops, and reading in the field.
20. Schedules and oversees the planning implementation of end of season team award banquets.
21. Performs other duties as related to his/her assignments as designated by the building principal or activities director.

B. Personnel responsibilities

The head coach:

1. Teaches individual participants the skills necessary for improvement in the activity.
2. Helps to establish performance criteria for eligibility in interscholastic competition in all activities.
3. Applies discipline in a firm and positive manner.
4. Determines the strategies for the program to be used.

5. Understands that he/she is continually on display and must exercise good judgment in portraying positive behavior. Be reminded of the fact that he/she is responsible for participants' conduct during practice and traveling, as well as when performing. All programs should be expected to project a positive image; coaches/advisors should lead by example.
6. Encourages good conduct, good sportsmanship and desirable pupil/teacher relationships.
7. Is certain that no participant is permitted to participate until all appropriate procedures have been completed to participate in activities.
8. Thoroughly explains eligibility requirements and participation rules to all members. If a violation occurs, it is to be discussed with the principal or activities director and a family contact must be made. Due process must be utilized.
9. Is responsible for clearing with the principal, or activities director, the departure time for trips that involve loss of school time and for seeing that the faculty is given adequate and appropriate notice.
10. Sees that all participants have made necessary arrangements for their own transportation home when returning from road trips in late evening hours. Head Coach or designee does not leave until all participants have left the building.
11. Provides participants with an evaluation either through a meeting or written communication.

Adopted: June 2000

Waunakee Community School District