



## **Position Description Head Track & Field Coach**

### **Mission Statement**

Oakland Catholic High School is a Christ-centered, college preparatory school for young women of diverse backgrounds. The Oakland Catholic community is committed to an environment that promotes spiritual formation, excellence in education, a wide range of activities and athletics, and service to others. Formed under the patronage of St. Joan of Arc, Oakland Catholic is dedicated to teaching young women to lead lives of faith, courage and commitment as they lay the foundation for their future as responsible and respected global leaders.

### **Head Coach Position Overview**

The Head Track & Field Coach is responsible for: developing a consistent and staple program for competition, teaching basic skill building for our student-athletes, creating appropriate line-ups for races, delegating coaching responsibilities to assistants to teach event specific technique to student-athletes, and managing support staff. Head Coaches should display strong knowledge of sport, communication, motivational, and organizational skills. They should harbor exemplary abilities in team-building, attention to details, and working in a collaborative environment. They should also be able to draw assistant and volunteer coaches together to achieve consensus with regard to achieving the same goals.

**Reports to:** Athletic Director of Oakland Catholic High School; works with the other support staff on major coaching decisions and communication to the team.

**Status:** Stipend, at-will-position

### **Qualifications & Responsibilities**

- Possess and maintains a moral character that is in congruence with the expectations of the Oakland Catholic High School Board and Administration.
- Work with and governing support staff coaches to develop appropriate and teachable routines, and maintain the Christian message;
- Commit to the personal development of each athlete and assess their prospect to being recruited at the next level;
- Handle budgetary matters;
- Build a talented, competitive roster;
- Help students develop a competitive nature, teach them about ethical behavior and good sportsmanship, and assist in the development of leadership skills;
- Understand rules and regulations governing high school and collegiate sports, as well as, knowledge of training and conditioning techniques and the ability to diagnose player deficiencies and prescribe corrective activities;
- Have Concussion and Cardiac Arrest, Coaching Principles and First Aid training certificates current, as well as all clearances with the diocese and state.

## **Other Duties**

- Arrange practices and communicate effectively with student athletes, parents, Athletic Department, and office administration;
- Open to holding meetings with players, parents, and coaching support staff to discuss athletic improvement, collegiate participation, etc.;
- Attend four (4) coaches discussion roundtables, one (1) Play Like A Champion training, and complete, and post, your Coaching Principles and First Aid training in accordance with the PIAA guidelines;
- Generate appropriate lettering requirements.

## **Position Requirements**

- Previous coaching experience required; collegiate and/or professional-level participation recommended;
- Attend all practices and competition;
- Self-starter/self-motivated, well organized, detail oriented;
- Excellent people skills, effective writing, organizational and communication skills are required;
- Ability to adhere to regulations, standards, clearances, and rules set by PIAA, State of Pennsylvania, Diocese of Pittsburgh, Athletic Department, and School Administration;
- Understands aspects of health, exercise science and physical education;
- Respect for diversity in athletes; ability to inspire and motivate through different approaches and methods;
- May require some evening, weekend, and overnight travel duties for competition, tournaments, and events;
- Other duties as assigned by athletic director.

Send cover letter, credentials, and names of three references with emails and phone numbers to Dr. Karen Hall, Athletic Director at [khall@oaklandcatholic.org](mailto:khall@oaklandcatholic.org)

