

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Varsity Head Athletic Coach

This is a generalized position description. Specific duties and responsibilities vary, depending upon the assigned duty. Hours vary.

QUALIFICATIONS:

1. High school diploma
2. Possession of a valid State of Iowa Athletic Coach Endorsement or Approval
3. Demonstrated knowledge of, interest in, and aptitude for coaching the specific athletic area
4. Excellent communication, public relations and organizational skills
5. Must have or be willing to obtain Category I – Bloodborne Pathogens Training, CPR Training & Child Abuse Training.
6. Excellent human relations and verbal communications skills. Excellent organizational skills. Ability to relate positively with staff, parents, students, and community. Demonstrated ability to produce results through previous assignments. Demonstrated leadership ability and a desire to lead. Knowledge of and aptitude for coaching the specific athletic activity.
7. Continuous speaking, hearing, and visual effort. Frequent standing, walking and sitting. Occasional climbing, lifting and carrying up to 75 lbs. Close mental and visual attention. Work involves some irregularities and difficulties, repetitive and varied tasks. Continuous general concentration.
8. Working conditions vary with the specific assignment and may include working in both indoor and outdoor arenas or field in various types of weather conditions. Occasionally exposed to dust, noise, odors, and other irritants. Stress associated with the pressure of coaching. Work may involve irregular hours and days. Some travel required. Exposed to the hazards of the road when traveling.

REPORTS TO: Activities Director

JOB GOAL: To help each participating student achieve a high level of skill, an appreciation for the values of discipline and sportsmanship, and an increased level of self-esteem. To provide leadership and direction for the specific athletic program from the seventh through the twelfth grade.

SUPERVISION: Supervises assistant coaches, students and provides leadership and direction to underclass and middle school coaches in the program.

PERFORMANCE RESPONSIBILITIES:

1. Cooperate with the athletic director on all matters pertaining to the scheduling of contests and the purchasing equipment.
2. Notify all eligible students as to dates of receiving equipment.

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3. Notify parents of dates and times of practice sessions and directions to games and meets.
4. See to it that facilities and equipment are ready for use and that equipment is issued.
5. See to it that all assistant coaches know their duties and responsibilities.
6. Coordinate, supervise, and evaluate the activities of the assistant coaches.
7. Inform ninth grade and junior high coaches of their system regarding offense, defense, and fundamentals to be taught. A copy of the coach's system is to be filed with the athletic director.
8. See to it that all ordered equipment is approved by the A.D. and a purchase order written before any equipment is ordered. When equipment arrives the Activities Secretary is to be informed.
9. Recruit student managers for the season and instruct and guide them.
10. Be responsible to the athletic director for the total conduct of the sport.
11. Begin practice on the earliest date allowable to the Iowa High School Athletic Association, the Iowa Girls High School Athletic Union, and the North Scott Community School District and see that rules relating to the length of season and post-season activities are followed by the athletes and coaches in their sport.
12. Organize, oversee, and conduct all practice sessions.
13. Cooperate with other coaches whenever facilities must be shared.
14. Insure that all athletes have a physical examination by a medical doctor, an emergency form and a Parent/Student Handbook form signed by the athlete and his/her parent. Athletes who have not met this requirement will not be allowed to practice and participate in game activities.
15. Accompany squads to all home and away competition and see that the traveling squad is well-groomed and that its conduct represents the school and community properly.
16. Require all players to travel to and from contests with the squad unless a player is turned over to his or her parents for the return trip only when direct contact is made with the parents.
17. Insure that all players have a way home after the squad has returned from a road trip.
18. Insure that all squad members have a copy and understand the training rules set up by the state, district, and school.
19. Insure that training rule violations are reported to the athletic director.
20. Instruct squad members on proper use and care of equipment.
21. Insure that equipment is cleaned and/or repaired whenever necessary.
22. Insure that the locker rooms and main lobby rooms are properly supervised and maintained in a neat and proper manner at all times.
23. Insure that injuries are cared for in a professional manner, including the notification of the trainer, player's parents, and doctor/hospital, if necessary.
24. Work out details of out-of-town trips with the athletic director and provide a list of all travelers to the office.

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25. Go through the athletic director's office for early dismissal permission involving long trips.
26. Cooperate with the various news media in providing publicity materials about the sport and arrange for reporting results of all contests - win or lose!
27. Keep statistics for school records. Report to MAC Conf. Statistician in timely manner.
28. Insure that all equipment is checked in, repaired, cleaned and stored.
29. Inventory all equipment and recommend to the athletic director those new items to be purchased for the following season.
30. Organize & set a date for an awards night to recognize athletes for their achievements and effort throughout the season. (Within 2 weeks of end of season). Contact the A.D. Secretary who will assist you in writing and sending invitations to the parent's. In addition, develop criteria for earning awards in his or her sport, notify players of the criteria, and at the end of the season submit a list of award winners to the athletic director for approval.
31. Rate officials when required.
32. Complete and return any required forms and statistics to the athletic director and to the North Scott Press.
33. Secure and protect team valuables during practice sessions and games and recommend the use of a valuable bag to keep in sight during road games.
34. Properly secure doors during hours when the custodians are not on duty with special emphasis on vacation days and weekends.
35. Participate and require athletes/team to participate in the further development of the North Scott weight-training program and use this program to enhance the abilities of the athletes and monitor their progress.
36. Head coaches are responsible for the coverage of their sport in the North Scott Press and in the Quad City Times. Weekly updates must be given to the North Scott Press.
37. HEAD COACHES-NOTE: NCAA Eligibility Requirements on page 37 - All athletes who are being recruited by Division I schools must make their counselors aware of it.
38. The solicitation or inducement of student athletes to attend or transfer to any high school with motives related to participation in interscholastic athletics, is prohibited in the Mississippi Athletic Conference.
 - a. Mississippi Athletic Conference coaches may not initiate contact with a student athlete enrolled at another school. A student athlete is defined as a student who has participated in one or more practices and/or athletic contests in any sport offered by or under the auspices of a high school. A coach is defined as a person compensated or non-compensated who provides services to the operations of a sport with the consent of the Administration or Board of Education.
 - b. A Mississippi Athletic Conference school will notify the school where the student athlete is enrolled, if it is visited by a student athlete that has intentions of transferring. The notification should take place at the first contact by the student athlete at that school.

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- c. If a report is made to a MAC Athletic Director that an improper contact has occurred, the Athletic Director will require written documentation of that contact. The schools involved in the report will investigate. If the reported improper contact occurred, then the Mississippi Athletic Conference Athletic Directors and Principals will act in accordance with the Constitution and By-Laws of the MAC Conference and the Iowa High School Athletic Associations.

TERMS OF EMPLOYMENT: Twelve months. Salary established by the Board.

EVALUATION: Performance of this job will be evaluated per contract language.

Approved by: _____ Date: _____

Reviewed and agreed to by _____ Date: _____
(Incumbent)

(This job description contains only measurable performance responsibilities.)

4/3/03