



Position Description Head Step 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 Step Coach is responsible for: teaching and developing all basic skill building for our student-athletes and creating routines appropriate to the student athlete's abilities. Head Coaches should display strong communication, motivational, and organizational skills. They should harbor exemplary abilities in team-building 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 fiscal 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 your 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;
- 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.

Please send cover letter, credentials, and names of three references with email addresses and phone numbers to Dr. Karen Hall, Athletic Director at khall@oaklandcatholic.org

** The Athletic Department and Administration must approve and hire all Coaches and volunteers for each sport. Any Head, Assistant, or Volunteer Coach not approved by the Athletic Department or Administration may be removed at any time without prior notice.*