



HEAD ATHLETIC COACH

Reports To: The Director of Athletics, who provides overall objectives and final evaluation in conjunction with the high school Principal.

SUMMARY

The Head Coach instructs athletes (year-round) in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- General Duties
 - The success of athletic programs has a strong influence on the community's image of the entire system. The public exposure is a considerable responsibility and community/parent pressure for winning performance is taxing, but must not over-ride the objectives of good sportsmanship and good mental health.
 - The position includes other unusual aspects such as extended time, risk injury factor and due process predicaments.
 - It is the express intent of this job description to give sufficient guidance to function. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.
- Staff Responsibilities
 - Supervises a staff of Assistant Coaches and student participants in conjunction with the Athletic Director and the respective Principal.
 - Establishes the fundamental philosophy, skills and techniques to be taught by staff.
 - Designs conferences, clinics and staff meetings to ensure staff awareness of overall program.
 - Trains and informs staff, encourages professional growth by encouraging clinic attendance according to local policy.
 - Delegates specific duties, supervises implementation and at season's end analyzes staff effectiveness and evaluates all assistants.
 - Maintains discipline, addresses grievances and works to increase morale and cooperation.
 - Performs such other duties that may be assigned by the Athletic Director and/or Principal.
- Administrative Duties
 - Assists the Athletic Director in scheduling, transportation and fulfilling requirements for tournaments and special sport events.

- o Assists in the necessary preparation to hold scheduled sport events or practices and adheres to scheduled facility times. Coordinates program with maintenance and school employees.
- o Provides documentation to the Athletic Director to fulfill state and system requirements concerning physical examinations, parental consent and eligibility.
- o Provides proper safeguards for maintenance and protection of assigned equipment and sites.
- o Advises the athletic administrator and recommends policy, method or procedural changes.
- Responsibility to Student Athletes
 - o Provides training rules, covenants, LCSD# 2 Athletic Handbook and any other unique regulations of the sport to each athlete who is considered a participant.
 - o Gives constant attention to student athlete's grades and conduct.
 - o By his/her presence at practices, games and while traveling, provides assistance, guidance and safeguards for each participant.
 - o Initiates programs and policies concerning injuries, medical attention and emergencies.
 - o Completes reports of severe athletic injuries on proper forms and submits to athletic office within 24 hours.
 - o Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary and contacts parents when a student is removed from team.
 - o Assists athletes in their college or advanced educational selection.
 - o Ability to use approved first-aid and CPR skills.
 - o Interacts with team physicians, family physicians, parent(s) and athletic trainers following injury to an athlete.
 - o Ensure athlete is cleared by M.D. in order to return to practice.
 - o Organizes and runs both in-season and off-season conditioning, weight programs, summer league play, team camps, clinics and other skill development activities.
 - o Supervises players before, during and after practices and contests. Ensures all athletes are safely on their way home before leaving the facilities.
- Finance and Equipment
 - o Participates in the budget process with the Athletic Director. Recommends equipment guidelines as to type, style, color or technical specifications. Is responsible for operating within budget appropriations.
 - o Is accountable for all equipment and collects the cost of any equipment lost or not returned. Arranges for issuing, storing and reconditioning of equipment and submits annual inventory and current records.
 - o Responsible for cleanliness and maintenance of specific sport equipment. Properly marks and identifies all equipment before issuing or storing.
 - o Monitors equipment room and coaches' offices.
 - o Permits athletes to be in authorized areas at the appropriate times and supervises them.
 - o Examines all athletic facilities before and after practices and games. Checks on general cleanliness of the facilities.
 - o Secures all doors, lights, windows and locks before leaving building when custodians are not on duty.
 - o Instills in each player a respect for equipment and school property, its care and proper use.
- Public Relations
 - o Organizes parents, coaches, players and guests for pre-season meetings.

- o Promotes the sport within the school by recruiting athletes that are not participating in sports. Promotes sports outside the school through news media, recreational programs or in any other publicity vehicle.
- o Ensures quality, effectiveness and validity of any oral or written release to local media.
- o Maintains good public relations with news media, booster club, parents, officials, volunteers and fans.
- o Presents information to news media concerning schedules, tournaments and results.

QUALIFICATIONS

- **Education:** High School Diploma or GED required.
- **Language Skills:** Ability to respond to common inquiries from parents, patrons or staff. Ability to prepare clear, concise, grammatically correct letters, memos and other written documents. Ability to communicate effectively both verbally and in writing.
- **Computer Skills:** Basic computer skills helpful.
- **Other Skills and Abilities:** Ability to follow and successfully complete both written and oral directions. Ability to be precise in given tasks, organized and detail oriented. Ability to read and understand policies. Ability to maintain confidentiality of privileged and sensitive information. Ability to exercise good judgment and independent thinking. Ability to establish and maintain effective filing systems. Ability to perform research and compile information from a variety of sources.
- **Certificates, Licenses, Registrations:** Valid Wyoming Coaching Certification through PTSB and current CPR Certification. Must have a valid Driver's License and a clear driving record. Must agree to and clear a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

Must be able to work both indoors and outdoors depending on the sport and season and work in noisy and crowded environments. This position will require some travel.

Performing the job duties of this position require the following physical demands: some physical exertion to manually move, lift, carry, pull or push heavy objects or materials. Occasional bending, stooping, kneeling, reaching and sitting as well as prolonged standing.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. The District may add to, modify or delete any aspect of this job at any time as it deems advisable.