



HEAD FOOTBALL COACH

ABOUT KENNEDY CATHOLIC HIGH SCHOOL

Kennedy Catholic High School is a private Catholic high school located in Burien, Washington. It is the mission of Kennedy Catholic to graduate leaders following Christ in a school community that is accessible, diverse, and committed to pursuing the fullest potential of every student.

JOB SUMMARY

Responsible for the management and administration of all phases of the football program in the manner that reinforces and supports the mission of Kennedy Catholic and upholds the philosophy and objectives of the athletic department. Opportunities to pair this position with a full-time job at the school are possible, depending upon the qualifications and experiences of the individual candidates. Kennedy Catholic anticipates multiple job openings for the 2023-2024 school year.

Position Reports to: Athletic Director (Primary) & School President/Principal (Secondary)

QUALIFICATIONS

Education & Experience

- Bachelor's degree preferred
- Previous high school head coaching experience (or equivalent).
- Valid driver's license.
- First Aid/CPR/AED certified (or willingness to do so prior to starting).
- Maintain current sport-specific industry certification and meet minimum requirements established by the WIAA.

Duties and Responsibilities:

- Motivates student athletes and maintain positive rapport with players and parents.
- Promotes the philosophy and objectives of the athletic program, including but not limited to adhering to and enforcing all departmental policies and procedures, as well as rules and regulations of the NPSL, WCD3 and WIAA.
- Provides leadership and instruction on personal and athletic development of student-athletes, to include counseling team members in academic, disciplinary, and personal matters, when appropriate.
- Monitors eligibility status and promotes academic progress of student athletes.
- Supports student-athletes interested in pursuing post-secondary athletic opportunities as appropriate.
- May oversee selection, purchase, fitting, and maintenance of team equipment, to include uniforms, athletic equipment, and supplies.

- Schedules and conducts regular practice sessions in and out of season, as permitted by WIAA rules and regulations. Develops and implements strategies for motivating student athletes to perform at maximum levels as both individuals and a team.
- Oversees conditioning and training of team members in conjunction with Athletic Trainer and other appropriate staff to ensure that student athletes are physically prepared for competition.
- Ensures safety of student athlete and coaching staff through careful monitoring of the condition of athletics equipment and facilities utilized by designated sport; submits requests for repair, maintenance, and improvement of facilities to Athletic Director, when appropriate.
- Continually teaches and emphasizes safety procedures and precautions to all athletes and assistant coaches.
- Reports all injuries to building administration and complete appropriate report(s).
- Administers first aid and medication to students for the purpose of meeting their immediate health care needs, if required.
- Assumes direct responsibility clearing all athletes who are returning to play after an injury through the Athletic Director
- Cooperates with all coaches with the Athletic Department to enhance the culture.
- Participates in clinics, exhibitions and campus activities as approved.
- Participates in public relations activities.
- Supports and provides expertise to local youth programs where applicable.
- Represents the Athletic Department at professional, civic, charitable and alumni events.
- Immediately reports all violations or suspected violations of established rules and regulations to the building Athletic Director.
- Attends all league meetings directly related to the assigned sport/activity as directed and approved by the building Athletic Director.
- Organizes and conduct, in coordination with the building Athletic Director, parent meetings prior to the season and provide ongoing parent communication throughout the season.
- Organizes awards and recognition for athletes/participants.
- Communicates results of each game/match to appropriate media.
- Performs other related duties as assigned.

Knowledge, Skills, Ability:

- Skill in operation of modern office machines, communication tools, equipment, computers and relevant software.
- Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in diverse settings, both on campus and in the community.
- Ability to research and resolve problems and questions related to the operations of the football program.
- Ability to organize work flow and coordinate activities.
- Ability to demonstrate effective communication skills both orally and written.
- Ability to communicate and work effectively with a wide range of constituencies in a diverse community.
- Ability to work with a variety of racial and ethnic groups and underrepresented populations.
- Ability to commit to the highest ethical standards.

- Ability to participate in evening and weekend commitments, as necessary.

Compensation:

\$6500 stipend for WIAA season. Additional compensation may be available for other activities as negotiated with the school.

Stipends separately budgeted for assistant coaches (7 paid); volunteer coaches allowed

Season runs August 16-Dec 2, 2023, although responsibilities continue in the off-season.

To Apply:

- **Email cover letter and resume to Peggy Cunningham, Executive Assistant**
cunninghamp@kennedyhs.org.
- **All applications will be confidential until the finalist stage to promote the broadest pool of candidates.**
- **Finalists will be asked to complete a full application through the Archdiocese of Seattle**
(<https://www.applitrack.com/seattlearch/onlineapp/default.aspx?all=1>)
- **Priority Deadline for Application is Monday, January 23, 2023.**
- **Position will remain open until filled, but first round interviews will begin the week of January 23rd.**