

Job Description
MOORE PUBLIC SCHOOLS

Job Title: Head Coach and/or Assistant Coach

Qualifications:

Credentials: State Certificate to teach in specific position.
CDL may be required for certain coaches.

Education: Bachelor's degree.

Training or Experience Required: Prior coaching experience desired.

Special Skills, Knowledge, Abilities:

Ability to create an atmosphere conducive to implementing the philosophy, goals, and objectives of the Athletic Department.

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms, instructions, and writing/printing legibly. Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicates in clear, grammatically correct English.

Site: Various

Reports To: Athletic Director, Athletic Facilitator, Coordinator, Principal

Job Goal (Purpose of Position): Performs skilled/professional- level tasks under limited supervision to coach various sports during the school year. Coaches are employed for the school year, rather than for a sport and continue throughout the years unless relieved of their duties by the Athletic Director or Superintendent. In addition, coaches are teachers in the classroom and will also be governed by the requirements of teaching. As coaches, however, they must provide students/athletes with the proper teaching techniques/environment for learning/development. Establishes plays, plans, exercises, and the proper techniques and feedback to enhance each student's/athlete's self esteem and increase personal growth. In addition, they meet with parents, boosters, and other staff to enhance the athletic program. An incumbent in this position will utilize discretion, ingenuity and independent judgment due to the variety of challenges of the job. Since there may be several ways to solve a problem, an incumbent is free to choose the solution.

Contact with Others: An incumbent in this position has regular contact by telephone or in-person with the public to determine actual information needed. Job requires

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interpreting and translating facts and information, explaining situations and issues to persons and advising them of alternative courses of action.

Other Performance Measures:

Knowledge of subject matter; Cares for and effectively assists students with special concerns; Establishes guidelines and plans with effective instructional/teaching objectives; Encourages effective learning/skill building with proper teaching techniques; Ensures students are acquiring skills and knowledge to apply techniques, rules, principles, and other skill-building; Properly monitors student progress (grading, feedback, etc.) and provides environment to encourage/motivate student/athletes to perform to potential while not losing sight of purpose of athletics and safety of the individual; Maintains proper sportsmanship/discipline.

Contributes to effectiveness/quality of district programs, including extracurricular programs; Keeps accurate records, reports, etc. pursuant to district policy; Actively supports and looks for ways to improve the quality of customer service as provided by the district; Cooperates with other district personnel to improve the quality of athletic programs; When serving on committees, maintains an attitude of constructive/supportive behavioral feedback and input to improve the quality of service; Continues to be involved in personal growth and development.

Essential Job Functions (PERFORMANCE RESPONSIBILITIES):

1. Complies with the rules and regulations set forth by the Oklahoma Secondary Activities Association in the O.S.S.A.A. handbook and local board of education policies and ensures that all rules of O.S.S.A.A. are followed to the letter and intent of the rule.
2. Plans, organizes and implements the teaching of fundamentals, strategy, rules and techniques.
3. Responsible for developing and supervising sound policies for issuing, care maintenance and storage of equipment and a budget request for the following year to the Athletic Director.
4. Prepares and presents an inventory of equipment and a budget request for the following year to the Athletic Director.
5. Follows the district's procedure regarding purchase orders and routes all purchases through the Athletic Director.

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6. Head coaches are responsible for delegating authority and advising their assistants on what they desire in the way of coaching techniques, discipline, personal habits, etc. They in turn must be open-minded toward suggestions from their staff.
7. Evaluates and rates officials.
8. Maintains close supervision over the eligibility status of their squad members. Advises and counsels students continuously on their eligibility requirements for participation in athletics
9. Submits a copy of their schedule and list of officials to the Athletic Director for approval before they are finalized.
10. Attends coaches' meetings and clinics for professional growth.
11. Supervises his/her athletics constantly during the athletic hour and practice time.
12. Ensures that facilities and equipment are maintained to insure a healthy and safe environment for activities and report deficiencies and damages immediately to the Athletic Facilitator or Coordinator.
13. Provides for and stresses sportsmanship at ALL times.
14. Works with Athletic Trainers to ensure proper conditioning of athletes; proper safety devices are worn; proper recovery time is implemented pursuant to medical opinion; and that health and safety concerns including the bloodborne pathogen policy is adhered to.
15. Submits forms to the Athletic Director as requested.
16. Attend school bus work shop and receive a C.D.L. license to driver.
17. Performs such other duties as might fall within their jurisdiction which may be assigned.

In attempting to list some of the duties of coaches it is not to be construed that the duties listed above are absolute or all inclusive.

Supervision exercised: Indirect over the Assistant Coaches.

Physical/Mental Requirements and Working Conditions:

Other than those physical/mental requirements included within the essential functions:
Must be able to communicate on the telephone. Must be able to get around the various

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sites. Must be able to demonstrate proper skills in the athletic programs; may be required to officiate in practice/scrimmages; May be required to transport students/athletes, etc. on buses or vans. Employee will be subject to random drug test each year along with other employees working in positions in which responsibility and conditions could require them to transport students in school district vehicles.

TERMS OF EMPLOYMENT: In compliance with Negotiated Contract and/or State Law. Salary to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with Board policy.

Approved Revised
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