



# SUPPLEMENTAL ATHLETICS - COACH JOB DESCRIPTION

**JOB TITLE:** Supplemental – Head Coach  
**REPORTS TO:** Athletics | Campus Principal  
**LOCATION:** Campus Assigned

**FLSA STATUS:** Nominal Stipend  
**PAY GRADE:** SUP 2, 3  
**DAYS:** Based on Season  
**JOB ID & DATE:** SUP-A10, September 2023

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## JOB PURPOSE SUMMARY

The Head Coach is responsible for organizing, planning, and administering a sports program. Performs duties assigned which support the goals of the athletic department and school. Coaches students in the fundamentals and techniques of the sport. Assists each participating student to achieve a high level of skill, an appreciation for the values of discipline and sportsmanship and an increased level of self-esteem. Adheres to the rules, regulations and policies of Adams 14. Stays current and abides by all CHSAA/NFHS rules and expectations. Recruits players, coaches and other support staff as needed. Conducts athlete training. Coaches at competitions.

## REQUIREMENTS

### Education Level Details

- High school diploma.
- Experience and special training as determined by specific sport preferred.

### License, Certification, Background Check

- Criminal background check required for hire.
- Successful completion of the A.C.E., first aid and CPR training.
- CHSAA Certification

### Work Experience Required

- Three to five years prior coaching experience.
- Two or more years playing experience at high school or college level in specific sport preferred

### Other Skills and Abilities Required.

- In-depth knowledge of specific sport assigned.
- Excellent organization and communication skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Ability to maintain excellent attendance.
- Ability to understand and follow complex oral and written instructions.
- Ability to perform responsibilities without the necessity of close supervision.
- Bilingual preferred

## KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

## General

- Hire and directs assistant and support coaches along with the Athletic Director. Responsible for oversight of the program, game management and the overall direction, coordination and evaluation of specific sport.
- Holds organizational meetings for team prospects and encourages potential athletes to participate in the sport.
- Instructs and demonstrates fundamental skill sets, knowledge, and techniques necessary for individual and team achievement.
- Develops, plans and executes activities, training programs, practices and game schedules.
- Directs conditioning of players to achieve maximum athletic performance.
- Develops each athlete's potential and obtains maximum performance.
- Provides individual and team counseling and motivation as required.
- Coaches and instructs players, individually or in groups, regarding the rules, regulations, equipment, and techniques of the sport.
- Strives to produce a winning program in accordance with the rules of fair play and sportsmanship.
- Tracks eligibility. Enforces rules and regulations, adheres to district and school policies, procedures and guidelines. Ensures that appropriate rules and regulations regarding the conduct and eligibility of athletic activities and athletes are explained and followed.
- Assesses player's skills and assigns team positions.
- Works with the Athletic Director to arrange transportation for athletic participants and hotel room reservations for all overnight events.
- Travels with student athletes on the team bus both to and from games.
- Ensures all athletes have completed their athletic registration and up to date physical prior to participation on a team. Ensures that all student athletes are eligible, insured, have paid their fees and are in good physical condition from the beginning to the end of the season.
- Enforces discipline policies and emphasizes sportsmanship and healthy lifestyles.
- Supervises students in locker rooms and ensures appropriate behavior.
- Checks and secures all office, storage room, outside doors, locker rooms and all lights after last player leaves after games and practices.

- Provides supervision and maintains a safe environment and facilities for student athletes at all times
- Ensures that medical and safety requirements are adhered to. Follows established procedures in the event of an athlete's injury.
- Reports and secures approval from the Athletic Director of all adults and volunteers associated with the sport.
- Submits athlete rosters to the Athletic Director. Reports any changes to student information on the roster.
- Maintains accurate records of all expenditures. Follows policies governing the use of budget funds and activity funds. Works with school administration and finance office to appropriately budget for the assigned athletic program.
- Maintains accurate inventory of all equipment and program assets; recommends selected equipment for repair or replacement. Ensures that proper cleaning of equipment and uniforms are adhered to. Properly maintains and stores equipment during off-season.
- Organizes and executes fundraising activities.
- Facilitates community service opportunities.
- Consults with Athletic Director regarding any off-season training programs. 🎬 Interacts thoughtfully and courteously with students, staff, parents, fellow coaches, and officials and resolves conflict in a professional manner.
- Establishes and maintains a good leadership model and demonstrates high standards of sportsmanlike conduct.
- Attends or delegates attendance of assistant coach to all league coaches meetings.
- Performs athletic trainer duties and emergency first aid as required.
- Maintains and publishes individual and team records. 🏆 Assists in the planning/direction of awards ceremonies.
- Participates in special activities to include parent's night, banquets, award nights, and pep assemblies.

#### Other

- Perform other duties as assigned.

#### Sportsmanship

- Upholds the values of sportsmanship, fair play, and integrity at all times and treats players, opponents, referees, and spectators with the utmost dignity and respect. This entails adhering to the following principles: engage in constructive and positive communication with participants, providing guidance, feedback, and encouragement to nurture their growth as athletes and individuals; embrace the spirit of competition by acknowledging the hard work and dedication of opponents; encourage participants to compete vigorously while maintaining respect for their opponents, both on and off the field dance floor or gym; acknowledge the challenging role of referees and officials in maintaining the integrity of the game, sport, or event; serve as a role model by exhibiting exemplary conduct on the sidelines; demonstrate composure and professionalism even in the face of challenging situations; create an inclusive and welcoming environment for all participants and spectators, regardless of their backgrounds, abilities, or affiliations; effectively manage conflicts or disputes with opposing coaches, players, or spectators through respectful dialogue and adherence to established sportsmanship guidelines; and uphold a zero-tolerance policy for negative, derogatory, or discriminatory language.

**BUDGET RESPONSIBILITY**

Works with school administration and finance office to appropriately budget for the assigned athletic program.

**SUPERVISION RESPONSIBILITY**

Supervises assistant and support coaches

**COMPENSATION**

POSITION	SCHEDULE	NUM
HS Football	1	1
HS Basketball	1	2
HS Track	1	1
HS Baseball	1	1
HS Softball	1	1
HS Swimming	1	1
HS Volleyball	1	1
HS Wrestling	1	2
HS Soccer	1	2

POSITION	SCHEDULE	NUM
HS Cross Country	2	1
HS Tennis	2	1
MS Football	2	2
MS Basketball	2	4
MS Track	2	2
MS Soccer	2	2
MS Wrestling	2	2
MS Volleyball	2	2
HS Golf	4	1

**PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or

move up to 40 pounds.

**Work Environment:** While performing the duties of this job, the employee will work primarily in Work with students in outdoor playing fields, indoor and outdoor courts, gymnasium, swimming pool or other sports facility; physical ability to lift and move sports equipment and demonstrate sports skills when necessary; may be exposed to infectious diseases and inclement weather. The Employee may be required to work from a remote location in the event of a district shut-down or other event. Ability to travel with the team.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: \_\_\_\_\_ Employee ID Number: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_