Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **High School Sub Level Head Coach**
Department: Educational Services
Reports to: School Site Administrators and High School Varsity Coach

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SUMMARY:
Under the direction of the Site Administrator and/or Athletic Director and the High School Varsity Head Coach, the Sub Level Head Coach organizes all aspects of the specific level of the sport to which he/she has been assigned to create a positive and rewarding experience for the student athletes of the school.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Ensure all athletes are eligible to participate, including academic eligibility, health eligibility, and CIF/Residential eligibility, including updating information on any required online platforms
- Organize all aspects of practice and preparation for competition with emphasis on safety, sportsmanship, and competitiveness
- Appropriately supervise athletes at all times, including at practice, at games, and in locker rooms
- Assist Varsity Head Coach with off season programs as appropriate to support the competitive ability of the program
- Assist Varsity Head Coach to organize fundraising so that the program has sufficient funds for uniforms, competitions, etc.
- Maintain inventories of equipment for assigned level
- Maintain up to date rosters and schedule for assigned level on FinalForms
- Provide direction to assistant coaches at assigned level and support the evaluation of assistants at assigned level (if applicable)
- Communicate with parents and the school community, including web page and/or social media presence as appropriate
- Other duties as assigned by the administrator or Varsity Head Coach

QUALIFICATION REQUIREMENTS:
- First Aid/CPR/AED for Infants, Children, and Adults
- Course completion of Concussion Safety Education, Cardiac Arrest Education, Heat Borne Illness Education, and Fundamentals of Coaching
- Cheer/Dance Safety Certification Course (Cheer/STUNT positions only)

EDUCATION AND/OR EXPERIENCE:
High School Diploma or General Education Degree (GED) Required, college degree preferred. High School experience within the sport required, college experience preferred. Experience organizing high school age athletics required, three years or more experience preferred.

LANGUAGE SKILLS:
Ability to read and comprehend instructions, short correspondence and memos. Ability to write simple correspondence in Standard English. Ability to listen well. Ability to effectively present information in Standard English in one-on-one and small group situations to students. Ability to communicate with parents and site staff.

MATHEMATICAL SKILLS:
Basic arithmetic skills in connection with keeping a balanced budget.