Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **High School Varsity Head Coach**
Department: Educational Services
Reports to: School Site Administrator

SUMMARY:
Under the direction of the Site Administrator and/or Athletic Director, the High School Varsity Head Coach organizes all aspects of the athletic program 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 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
- Develop off season programs as appropriate to support the competitive ability of the program
- Create a competition schedule that fosters a competitive team, meets the needs of the program, and is within CIF limits
- Organize fundraising so that the program has sufficient funds for uniforms, competitions, etc.
- Maintain inventories of all program equipment
- Maintain up to date athlete rosters, including online management platforms, for all levels of competition
- Assemble a coaching staff that is qualified and effective (if applicable), and support the evaluation of all assistant/sub-level coaches within the program
- Communicate with parents and the school community, including web page and/or social media presence as appropriate
- Work with the Athletic Director(s) to schedule facility use for practices and sport related events.
- Other duties as assigned by the administrator

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.

Board Approved 6/20/2023