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SCHOOL DISTRICT OF DESOTO COUNTY

ATHLETIC COACH

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent (GED).
- (2) Eligibility for a Florida Coaching Certificate.
- (3) Previous successful experience as a coach preferred.
- (4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Skill in organization, leadership and communication. Ability to communicate effectively both orally and in writing with parents, students, teachers, administrators and peers. Ability to use current technology to maintain records and obtain data. Ability to encourage and facilitate professional growth of students. Skill in personnel management, interaction, supervision techniques, coaching, evaluation procedures and conflict resolution. Ability to plan and implement activities for maximum effectiveness. Ability to maintain appropriate student supervision so that students have a safe environment. Ability to read and interpret applicable laws, policies and procedures. Knowledge of current student assessment and accountability instruments. Knowledge of the sport in the field assigned. Desire to be a team player.

REPORTS TO:

Principal

JOB GOAL

To coach and supervise the students in the athletic program and to assist in providing the best environment for the growth of the students in extracurricular programs.

SUPERVISES:

Coach/Supervise students

PERFORMANCE RESPONSIBILITIES:

Instructional Program Leadership/Development

- *(1) Provide leadership and supervision for student achievement.
- *(2) Promote high student achievement.
- *(3) Coordinate the interscholastic athletic programs for the students in the high school.
- *(4) Coordinate athletic program planning including eligibility issues, scheduling, and discipline matters.
- *(5) Monitor and maintain gender equity.
- *(6) Teach sport activity to individual or groups at school

Personnel Action Services

- *(7) Explain and demonstrate use of apparatus and equipment.
- *(8) Explain and demonstrate principles, techniques, and methods of regulating movement of body, hands, or feet to achieve proficiency in activity.

ATHLETIC COACH (Continued)

- * (9) Observe students during practice to detect and correct mistakes.
- * (10) Annually review the *Code of Student Conduct* and district and FHSAA policies.
- * (11) Encourage and enforce the state and district requirements for grade point averages and student eligibility.
- * (12) Responsible for all equipment and uniforms charged to his/her care.
- * (13) Attend training at local and statewide clinics, inservice and staff developmental activities.
- * (14) Explain and enforce safety rules and regulations.
- * (15) Explain method of keeping score.
- * (16) Organize and conduct competition tournaments.

School Operations/Delivery Systems

- * (17) Monitor athletic budget.
- * (18) Assist the Athletic Director in the scheduling of applicable sports.
- * (19) Order athletic equipment through the school bookkeeper using proper procedures.
- * (20) Supervise the purchase, inventory, warehousing, and distribution of athletic equipment.
- * (21) Request approval for fundraising.
- * (22) Coordinate facility usage for all special events during the school year.
- * (23) Prepare a schedule of athletic events.
- * (24) Inspect, review, and supervise the use of athletic facilities and the policies governing maintenance, repair, and service of district owned equipment.
- * (25) Implement School Board policies, state statutes, federal regulations and Florida High School Athletic Association (FSHAA) rules as they pertain to the assigned school.
- * (26) Secure all information for press releases from the principal and conduct all press conferences as designated by the principal.
- * (27) Establish and maintain a cooperative working relationship with local recreation organizations.
- * (28) Maintain a cooperative working relationship with colleges and universities recruiting high school athletes.

Student Support Services

- * (29) Establish policies for awards programs.
- * (30) Plan athletic banquets, including issuing of letters and awards.
- * (31) Arrange for transportation for all athletic events.
- * (32) Supervise students as assigned.
- * (33) Maintain visibility and accessibility on the school campus.

Personal/Professional Employee Qualities

- * (34) Model effective listening and positive interaction skills.
- * (35) Maintain and model high standards of professional conduct.
- * (36) Set high goals and standards for self, others and the organization.

Leadership

- * (37) Interpret and enforce bylaws and policies of Florida High School Activities Association.
- * (38) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- * (39) Anticipate problems and difficult situations and plan appropriately to handle them.
- * (40) Establish positive public relations for the athletic programs.
- * (41) Promote and market the school and its accomplishments.
Perform other tasks consistent with the goals and objectives of this position.

ATHLETIC COACH (Continued)

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

May be required to restrain a physically active individual as a temporary safety measure.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.

Length of the work year and hours of employment shall be those established by the district.

COMPENSATION:

Compensation for this position is **SUPPLEMENT PAY**

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.