

Job Description

Position Title	Coach/Advisor		
Building	District	Department	Athletics/Activities
Hours	Varies	Supervisor	Activities Director/Principal
Band and Grade	NA	Tools and Equipment	Computer, laptop, iPad, applicable software, phone, sports equipment, microphones, stage lights and sound system, and other equipment needed for the sport or activity being coached or advised

Primary Function	Coaches are hired to coach or advise a variety of teams such as football, baseball, basketball, Knowledge Bowl, Math Olympiads, fall musical, one act, spring play, softball, tennis, volleyball, Mock Trial, etc. Coaches are responsible for choosing players or team members and training them in order to compete or perform successfully. Coaches are responsible for management of uniforms and equipment.
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Essential Duties	
1	Trains athletes or team members for competition.
2	Chooses the best players or team members in order to effectively balance their team.
3	Prepares team/members through mental and physical exercises to keep them motivated.
4	Fills out paperwork, requests equipment and supplies to be ordered, requests buildings to be scheduled for practice.
5	Directs and teaches team members about the importance of studying and keeping their grades up in order to be eligible to participate on the team.
6	Provides the necessary practice, support, and advice for the team in order to be successful against opposing teams in a season.
7	Decides who makes tryout cuts, assigns specific positions, and comes up with drills and organized game strategies.
8	Travels with the team to different locations for games.
9	Provides team members with a safe environment. If a student is injured, contacts Activities Director and Health Assistant and completes an accident report in a timely manner.
10	Supervises assistant coaches. Makes sure Activities Director knows about volunteer coaches so that a background check is done.
11	Manages uniforms and equipment including checking it out, collecting it at the end of the season, and putting it away.
12	Serves as a role model to team members, other students, and the community.
13	Responsible for keeping his or her portion of the website updated.

14	Performs other duties of a similar nature and/or level.
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Minimum Qualifications	Coaching certification for head coaches; concussion training and CER training from the Minnesota State High School League. Must possess leadership skills and have excellent communication skills in order to inspire players and work with them on improvement. Must have a thick skin in order to deal with parents and community members when the team is not having a winning year.
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Knowledge Required	<ul style="list-style-type: none"> • Must be familiar with the rules and regulations of the sport or activity. • Knowledge of District and State High School League procedures, policies and organization as it pertains to extracurricular activities. • Knowledge of individual activity policies and procedures as applies to administration. • Knowledge of the principles, practices, and techniques of supervision. • Knowledge of safety procedures.
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Skills Required	<ul style="list-style-type: none"> • Skill in emergency decision making "crisis." • Skill in interviewing and evaluating the performance of employee/applicants against objective standards. • Skill in conducting public relation activities, events and public presentations. • Skill in fund raising – working with Booster Clubs. • Skill in communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to provide and receive work direction.
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Physical Activities/ Requirements	<p>Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.</p> <p>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 constantly to move objects.</p>
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