

TITLE: HIGH SCHOOL HEAD COACH

REPORTS TO: Director of District MSHSAA Activities and Building Administrator

SUPERVISES: Assistant Coaches and Athletic Team.

JOB GOAL: To assist the administration in providing a comprehensive district activities program for students following MSHSAA regulations and school policies.

PERFORMANCE RESPONSIBILITIES:

Instruction and Supervision

1. Formulate objectives before the sports season begins. Attend district coaches meetings, and help with student physicals provided by local hospital.
2. Explain and distribute literature to all athletes concerning the Athletic Code of Conduct, team expectations and the MSHSAA protecting of student eligibility.
3. Provide the athlete with the award policy for your sport.
4. Schedule and organized daily practices with the idea of developing the athlete's greatest potential.
5. Teach athletes the fundamental skills, theory, and strategy of the sport.
6. Teach the athletes the value of good conduct, sportsmanship and good citizenship.
7. Provide supervision of athletes at all times and apply discipline in a firm productive manner.
8. Teach and emphasize safe procedures to the athletes.
9. Implement proper out-of-season training as needed in accordance with MSHSAA guidelines while sincerely encouraging multiple-sport competition.
10. Provide athletic awards program at the end of season.
11. Provide stimulus in practices to maintain enthusiasm and competitive attitudes.

Administrative Duties

12. Enforce the district athletic philosophy, regulations and policies.
13. Conduct a pre-season 7-12 grade coaches meeting and remain actively involved to monitor practices and games to ensure consistency of skills taught.
14. Register and maintain records on all athletes and provide information to athletic office.
15. Assure that a copy of the student's code of conduct is on file in the athletic office before allowing them to compete.
16. Coordinate and maintain practices and game procedures for the season with assistants.
17. Conduct a parent meeting to provide information on game times, bus schedules, and practice times to parents and athletes along with a post-season awards ceremony.
18. Maintain written practice plans for each practice with injury/sickness reports.
19. Submit score books, records of individual accomplishments, and team accomplishments to the athletic office at the end of each season.

20. Arrange for the issuing of letters and special awards earned by the athlete and make sure the athletic office has a copy.
21. Provide information and scores to the local media in a positive and cooperative manner.
22. Work cooperatively with administrators on all endeavors related to your sport.

Education

23. Have knowledge and keep current on rules and regulations regarding your sport in accordance with MSHSAA.
24. Keep abreast of new knowledge and innovative ideas and techniques by attending clinics, workshops, or other methods.
25. Maintain certification in CPR and First Aid.
26. Attend MSHSAA rules meetings and inform assistants of changes in rules.

Equipment and Facilities

27. Assume responsibility for care of equipment and facilities being used.
28. Arrange for systematic and accountable measures for the issuance, return, and maintenance of equipment.
29. Insure that all equipment is cleaned, repaired and stored properly at the end of the season.
30. Maintain an accurate inventory that shows purchase date, quantity, type and location of storage of all equipment.
31. Organize practices and workouts in a manner that provides proper care for all school facilities.
32. Make recommendations to administrators concerning needed equipment or repairs to facilities.

EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the board's policy on Evaluation of Professional Personnel.

Sport _____

Signed: _____ Date: _____
(Coach)

Signed: _____ Date: _____
(Director of District MSHSAA Activities)

Signed: _____ Date: _____
(Principal)