

TITLE: MIDDLE SCHOOL HEAD COACH

REPORTS TO: High School Head Coach, Director of District MSHSAA Activities and Building Administrator

SUPERVISES: Assistant Coach and Athletic Team.

JOB GOAL: To carry out the philosophy of the Athletic Program and the Athletic Code of Ethics.

PERFORMANCE RESPONSIBILITIES:

Instruction and Supervision

1. Learn and adhere to the coaching philosophy and program of the head coach.
2. Carry out the responsibilities of the head coach during the sport season.
3. Explain and distribute literature to all athletes concerning the Athletic Code of Conduct, team expectations and the MSHSAA protecting of student eligibility.
4. Schedule and organize 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 participation.
10. Provide stimulus in practices to maintain enthusiasm and competitive attitudes.

Administrative Duties

11. Enforce the district athletic philosophy, regulations and policies.
12. Register and maintain records on all athletes and provide information to athletic office.
13. Assure that a copy of the student's physical is current and in your possession before allowing them to participate.
14. Assure that a copy of the student's code of conduct is on file in the athletic office before allowing them to compete.
15. Coordinate and maintain practices and game procedures for the season with assistants.
16. Conduct a parent meeting to provide information on game times, bus schedules, and practice times to parents and athletes.
17. Maintain written practice plans for each practice.
18. Submit score books, records of individual accomplishments, and team accomplishments to the athletic office at the end of each season.
19. Provide information and scores to the local media in a positive and cooperative manner.
20. Conduct yourself as a personal example of positive demeanor for the athletes and represent the school in a favorable manner.

21. Work cooperatively with the head coach and administrators on all endeavors related to your sport.
22. Perform scouting duties for the assigned team per the head coach's request.

#### 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)