

Okanogan School District
Head Coach Job Description

JOB GOAL:

To provide instruction and supervision to participants in the sport assigned.

REQUIRED QUALIFICATIONS:

1. Be at least 21 years of age.
2. Exhibit knowledge of the sport.
3. Pass Okanogan School District background check.
4. Adhere to all laws of the State of Washington in regard to conduct between a teacher (coach) and student (athlete).
5. Ability to teach sportsmanship, respect, skills, and healthy living. Be a mentor and example to athletes. Promote academics first. Provide the best opportunity possible for each student's success.
6. Ability to work with other coaches, officials, and administrators in a professional and courteous manner.
7. Have a valid email address and the ability to check it on a daily basis.
8. Maintain a valid CPR/First Aid card.

RELATIONSHIPS:

Head Coaches report to the building Athletic Director. Head Coaches are responsible for the supervision of Assistant Coaches (paid and unpaid) in their sport in conjunction with the Athletic Director.

SALARY AND BENEFITS:

As stated in Okanogan School District Salary Schedule.

ESSENTIAL JOB FUNCTIONS:

1. Adhere to and enforce all school, school district, league, and WIAA rules and regulations. Report all violations to the Athletic Director immediately.
2. Follow the season opening and closing procedures as set forth by Athletic Director.
3. Use sound and acceptable teaching practices for appropriate skill levels as defined by professional organizations for your sport.
4. Follow proper care techniques when injuries occur.
5. Carry emergency cards for all team members when traveling with team.
6. Inform Athletic Director of serious injuries and fill out district injury report form in office as needed.
7. Provide the Athletic Director an inventory of all equipment and uniforms at end of season.

8. Maintain and track all equipment and uniforms issued to athletes. Provide a list of missing items to the Athletic Director immediately following the conclusion of the season.
9. Maintain compliance with WIAA coaching standards and provide copies of records to Athletic Director.
10. Refrain from disrespectful conduct toward players, parents, school administrators, game officials, community members, and the media. This includes, but is not limited to, foul language, improper dress and improper physical contact.
11. Run well organized practice sessions.
12. Set discipline standards for your team and enforce them. These standards need to include progressive discipline that involves parental contact when necessary. Suspensions should be used only after warnings are issued for all but the most flagrant behavior. Inform the Athletic Director of any discipline problems warranting suspension or dismissal from team.
13. Keep accurate records of eligibility, statistics, discipline and attendance. Ensure the all athletes are eligible before the practice.
14. Refrain from the use of tobacco and alcohol any time athletes are present. Failure to do so may result in immediate dismissal.
15. Consult with the Athletic Director in regard to set up for your sport's events.
16. Consult with the Athletic Director in regard to budget needs, purchases, schedules, officiating, and program goals.
17. Follow purchasing guidelines and budget restraints as outlined by the Athletic Director, ASB Bookkeeper and ASB.
18. Maintain an ASB Club Account and adhere to ASB guidelines regarding budgets, expenditures and fundraising.
19. Help maintain facilities. Report any problems to the Athletic Director as soon as possible.
20. Supervise appropriately before, during and after practices, conditioning, or competition. Ensure students are picked up before leaving facility.
21. Secure all doors and windows, and turn out lights before leaving the building when custodians are not on duty.
22. Promote your sport to students, parents, community and media. Call in varsity scores to media outlets as established by the Athletic Director.
23. Attend all school, league, and state meetings as required.
24. Provide the Athletic Director with a list of students turning out within two days of season start. Provide the names of any additions or drops from the initial roster within one day.
25. Continue education in regard to new rules, coaching techniques, and teaching methods.
26. Work in cooperation with all middle and high school level coaches to plan and organize the sport program.
27. Evaluate assistant coaches in conjunction with the Athletic Director.
28. Establish and maintain a dialogue with parents in your program, school administration, and the booster club.

TERMS OF EMPLOYMENT

All coaching positions are one year contracts subject to renewal on a yearly basis.