

## **HEAD COACH – POSITION DESCRIPTION**

Under the direction of the Athletic Director, provide supervision, direct coaching instruction. Attend practices, games and other team functions.

### **DUTIES AND RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS)**

Duties may include, but are not limited to the following:

1. Set practice times after academic hours.
2. Supervise the team during all planned events.
3. Help to enforce the rules of the team.
4. Hold tryouts to select new members of the team.
5. Work towards building a cohesive program, by building skills of younger players and encouraging older players to work as a team.
6. Promote a spirit of cooperation and sportsmanship.
7. Thorough knowledge of the sport for which you are applying.
8. Complete knowledge and ability to instruct/coach the fundamental skills and techniques, as well as the advanced techniques needed for a competitive program.
9. Demonstrate skill in human relations and have the ability to build enthusiasm, as well as harmony with individuals, groups, staff and administration.
10. Cooperate with and support the coaching staff and program on the playing field, within community, booster groups, and staff.
11. Demonstrate dedication to student academic and social development in addition to physical development.
12. Knowledge and ability to implement CIF rules and regulations, school and district policies related to athletics and sport for which you are applying.
13. Perform related duties consistent with the scope and intent of the position.

### **JOB REQUIREMENTS**

Knowledge of:

- Oral and written communication skills.

- Technical aspects in field of specialty.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Operation of a computer and assigned software.

Ability to:

- Work cooperatively with other school leaders in a school environment with multiple high-profile curricular and co-curricular programs.
- Follow chain of command, instructions and directions as directed by head coach and school administration.
- Work with a diverse student population.
- Meet timelines and time requirements (season of sport, off season, and summer program) as directed by head coach and/or administration.
- Assume and delegate responsibility.
- Make and carry out appropriate decisions.
- Develop and maintain a disciplined program.
- Be a positive role model for students, staff and community, with the understanding that loyalty, honesty, ethics, and integrity are components of the ability to be such a role model.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a variety of office equipment including a computer and assigned software.
- Work independently with little or no direction.
- Be detail-oriented, organized, accurate, thorough, and monitor work for quality.
- Utilize interpersonal skills using tact, patience and courtesy.
- Make decisions based on sound judgment, honesty and integrity.
- Provide own transportation to sites during workday.
- Maintain insurability by District liability insurance carrier.

### Physical Requirements:

- Ability to work at a desk and in meetings of various configurations.
- Digital dexterity to operate office equipment.
- Ability to read printed matter and computer screens.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to hear and understand speech.
- Ability to bend, twist, stoop, and reach.
- Ability to lift, push, pull and carry up to 20 pounds.

### Work Environment:

- Sports field
- Constant interruptions

## **MINIMUM QUALIFICATIONS**

### Experience:

- High school or equivalent training and experience in coaching designated sport.
- In designated sport, as well as knowledge of rules and regulations of sport.

### Education:

- Completion of high school or equivalent.

## **DESIRED QUALIFICATIONS**

### Experience:

- Successful previous coaching experience.

## **NECESSARY MATERIALS**

### License:

- Possession of a valid and appropriate California Driver's License or ability to obtain within one (1) month of employment.

Materials:

- Verified copy of high school diploma or equivalent.
- ASCC