ATHLETIC TEAM HEAD COACH

Purpose Statement

The job of the Athletic Coach is done for the purpose/s of assuming full or shared responsibility for implementation of an athletic team program. To help participating student- athletes achieve a high level of skill, an appreciation for the values of discipline and sportsmanship. This position reports to Site Athletic Administrator and Site Athletic Director.

Essential Functions

- Possesses and continuously improves current skills and knowledge of the assigned sports; demonstrates knowledge of the competition strategies, proper conditioning techniques, effective teaching skills, sound competition preparation, prevention and care of athlete injuries.
- Realizes that a coach has an ethical obligation to any player who is ill or injured. The health of the player is always the most important factor to consider
- Establishes a discipline policy that is firm, fair, and consistent, in accordance with school rules and school district policies. The policy will be provided in writing to student athletes prior to start of season.
- Effectively communicates with individual student athletes, the team as a whole, with other coaches and faculty, with parents, with administration, and with the media.
- Conducts at least one pre-season parent's meeting to discuss team policies, goals, responsibilities and disciplinary expectations and consequences.
- Has full responsibility for the overall supervision or direction of the program including freshman, junior varsity and varsity programs.
- Effectively supervises student athletes, assistant coaches, junior varsity coaches and frosh coaches.
- Is responsible for all of the equipment used in their sport and is solely responsible for seeing that all keys and equipment are checked back in.
- Plans and organizes practices, schedules, attends on time, supervises, or insures supervision at all times.
- Adheres to school policies and procedures, league and association rules, athletic department rules and School Board policies.
- Adheres to the league standards for coaches regarding trustworthiness, respect, responsibility, fairness, caring and citizenship.
- Attends all team athletic contests and represents the school district at these events in the absence of the principal and Athletic Director.
- Adheres to the procedures outlined in the Coaches Handbook for Pre-Season, In-Season and End-of-Season checklists.
- Oversees the safety conditions of the facility or areas in which the assigned sport is conducted at all times when student athletes are present.
- Notifies the Athletic Director of all serious injuries and major discipline problems and completes appropriate paperwork.
- Attends NIAA and other league meetings relative to rules, review, and ALL LEAGUE VOTING.
- Maintains individual and team statistics applicable to the sport and provides a copy of the statistics to the Athletic Director at end of season.
- Encourages all perspective candidates to turn out for the team, models and instructs good sportsmanship and desirable pupil-teacher relationships.
- Supervises locker rooms closely; making sure that all student/player property is secure and safe. Sees that the players do not damage or deface property or in any way detract or interfere with the host schools' program. Is responsible for the safety and welfare of each student making the trip. Must accompany the team to the game and home from the game on

the player/coach bus, unless other arrangements have been approved by the Athletic Director or Building Principal. Sees that all team members ride the team bus to and from all athletic events unless released by the coach to his/her parents or legal guardians. To release a player to other than a parent, a note signed by a parent, and approved by the administration, must be presented to the coach before the team departs from the school.

- Makes sure that all physicals, insurance forms and transportation fees are current and Parent's Signature Form for permission to participate are completed prior to participation.
- Supports each coach and tries to attend the games, meets, matches, at all levels when possible. He/she is expected to support and be an active participant in striving to improve the overall athletic program.
- Conducts all staff meetings and is in charge of all tryouts, practices, team meetings, and athletic contests insofar as the team is involved. In conjunction with the Athletic Director, is responsible for evaluations of Assistant Coaches and their program.
- Performs such other tasks, related to coaching, which may from time to time be assigned by the Athletic Director or Building Principal.

Other Functions

- Insures that facilities are cleaned up following use or event, including facilities used at opponent schools.
- **IS THE LAST ONE OUT OF THE DRESSING ROOMS AND GYMS AT ALL TIMES.** Makes sure everything is in order before locking up.
- Upon the return from an away activity, a coach must wait/supervise players until all have departed or have been picked up.
- Reports to the Athletic Director all information needed to complete the Eligibility Forms, one week prior to the first contest.
- Does not allow any student in possession of equipment from a prior sport season to participate in the next sport until the equipment is returned or paid for.
- Coaches will submit travel schedules to Athletic Director for away trips at least 10 days in advance of the event.
- Never allows a student in the whirlpool unattended.
- Keeps and turns in to the office, all receipts for purchase of equipment, meals, and gas, etc.
- Does not allow swearing on the part of students or coaches in practice, games, or in the dressing rooms.
- Does not allow an athlete to play or practice another sport until after the end of the current sport.
- Must submit schedules to the Head Coach and Athletic Director for approval. Any schedule changes must be pre-approved by the Athletic Director or Athletic Administrator.
- Does not allow a student to participate in after school activities while same interferes with a student's academic work nor while suspended from school or activities for disciplinary reasons.

Required Skills/Preparation/Training

Successful prior experience as a Varsity or Junior Varsity Coach; Personal Experience as a player; Good communication skills.

Knowledge of: the sport coaching; competitive coaching strategies; athletic and sport conditioning.

Ability to lead the entire sport program for all levels of the specific sport; to teach values of teamwork, self-sacrifice, responsibility obedience and good sportsmanship; motivate student athletes.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions.

KNOWLEDGE is required to perform basic math; read and follow instructions; and understand written and oral instructions.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize a variety of types of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant.

Experience: Job related experience is required.
Education: Targeted job related education that meets organization's prerequisite requirements.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to affect the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 40% walking, and 50% standing. The job is performed under some temperature extremes.

Evaluation: Performance of this job will be evaluated annually by the Athletic Director and/or site Administrator in accordance with provisions of District Policy and protocols.

Certificates & Licenses
First Aid/CPR Certification
Injury Prevention and Treatment
CIF/NIAA Certification
Activity Supervisor Clearance Certificated

Clearances
Criminal Justice/Fingerprint Clearance
TB Clearance
Pre-employment Medical Assessment
Drug Screening

Continuing Education/Training
CIF/NIAA Training and attendance
at workshops as appropriate.