



Unified School District of Marshfield

Position Description

Head Athletic Coach

Department: Athletics

Reports to: Athletic Director & Building Principal

Classification: Seasonal

Essential Duties and Responsibilities

The Head Athletic Coach will instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. They will instruct athletes in a manner that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, school pride, self-discipline and self-confidence.

- Remain current on knowledge and implement current policies or procedures including athletic policies set forth by the Board of Education.
- Remain current on knowledge of local, state, and conference regulations. Enforce those regulations and interpret for staff.
- Supervise assistant and volunteer coaches in conjunction with the athletic administrator and the respective principal.
- Establish the fundamental philosophy, skills and techniques to be taught by staff. Designs conferences, clinics and staff meetings to ensure staff awareness of overall program.
- Train and inform staff, encourage professional growth by encouraging clinic attendance according to local policy.
- Delegate specific duties, supervise implementation, and at season's end, analyze staff effectiveness and evaluates all assistants.
- Maintain discipline, adjust grievances and work to increase morale and cooperation.
- Interact with team physicians, family physicians, parent(s) and athletic trainers following injury to an athlete.
- Assist with the recruiting and retaining coaches.
- Assist the athletics director in scheduling, providing transportation and requirements for tournament and special sport events.
- Assist in the necessary preparation to hold scheduled sport events or practices and adheres to scheduled facility times. Coordinate program with maintenance and school employees.
- Provide documentation to fulfill state and system requirements concerning physical examinations, parental consent and eligibility.
- Provide proper safeguards for maintenance and protection of assigned equipment site.
- Advise the athletics director and recommends policy, method or procedural changes.
- Provide training rules and any other unique regulations of the sport to each athlete who is considered a participant.
- Give constant attention to a student athlete's grades and conduct.
- By his/her presence at all practices, games and while traveling, provides assistance, guidance and safeguards for each participant.
- Initiate programs and policies concerning injuries, medical attention and emergencies.
- Complete reports of all disabling athletic injuries on proper forms and submits to athletic office within 24 hours.
- Direct student managers, assistants and statisticians.

July 2018

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- Determine discipline, delineates procedures concerning due process when the enforcement of discipline is necessary and contacts parents when a student is dropped or becomes ineligible.
- Assist athletes in their college or advanced educational selection.
- Ensure athlete is cleared by M.D. in order to return to practice.
- Participate in the budget process with the athletics director. Recommend equipment guidelines as to type, style, color or technical specifications. Is responsible for operating within budget appropriations.
- Accountable for all equipment and collect the cost of any equipment lost or not returned. Arrange for issuing, storing and reconditioning of equipment and submit annual inventory and current records.
- Responsible for cleanliness and maintenance of specific sport equipment. Properly mark and identify all equipment before issuing or storing.
- Monitor and assign equipment rooms and coaches' offices.
- Permit athletes to be in authorized areas at the appropriate times.
- Examine locker rooms before and after practices and games. Check on general cleanliness of the facility.
- Secure all doors, lights, windows and locks before leaving building when custodians are not on duty.
- Instill in each player a respect for equipment and school property, its care and proper use.
- Organize parents, coaches, players and guests for pre-season meetings.
- Promote the sport within the school by recruiting athletes that are not participating in sports. Promote sports outside the school through news media, youth programs or in any other publicity vehicle.
- Ensure quality, effectiveness and validity of any oral or written release to local media.
- Maintain good public relations with news media, booster club, parents, officials, volunteers and fans.
- Present information to news media concerning schedules, tournaments and results.
- Attend all required public, staff, and departmental meetings.
- Perform first-aid, CPR and AED as needed.
- Be aware of and understand Cultural Competence and Non-Discrimination practices.
- All other duties as assigned by the Supervisor and/or Superintendent.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education, license and/or experience:

- First Aid, CPR, and AED certification required.
- Previous successful coaching experience in sport of interest preferred.
- Current knowledge and background in the assigned sport.
- In the event that the position requires transportation of students or multi-building assignment, a valid WI Driver's License is required.

Other skills and abilities:

- Ability to work with students.
- Ability to apply knowledge of the impact of trauma on student outcomes.
- Patience in dealing with parents and children.
- Demonstrate ability to work effectively in a team and independently.

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- Dispositions of flexibility, adaptability, continuous improvement, and growth mindset.
- Demonstrate the ability to organize and supervise a total sports program.
- Excellent interpersonal skills.
- Have substantial knowledge of the technical aspects of the sport and at the same time must continue to examine new theories and procedures pertinent to the field.
- Ability to meet deadlines and multi-task.

Professional expectations:

- Attendance is required.
- Maintain the highest degree of confidentiality.
- Maintain first-aid, CPR and AED certification.
- Attends clinics and uses resources made available to improve skill sets.
- Demonstrate good sportsmanship.
- Exercise common sense and good judgment.
- Understands the proper administrative line of command and refers all requests or grievances through proper channels.
- High degree of self-motivation and willingness to adapt to changes.
- Maintain a current cell phone plan for emergency purposes during practices and games.
- Appropriate dress and attire.
- Treat colleagues with respect.
- Attend required meetings.
- Develop and maintain positive working relationships with staff and the community.
- Perform duties in compliance with district requirements, Board of Education policies and procedures, and Wisconsin State Statutes.
- Represent and communicate about the District in a positive manner at all times.
- Understand, support, and perform duties to meet the requirements set forth by the District Strategic Priorities.
- Understand and execute District Safety Protocols as appropriate to typical school routines and in crises response situations.
- Serve as a positive role model for students and employees, demonstrating by example how to conduct themselves as productive and positive citizens of a community.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout his/her employment in the District.

Language skills:

- Above average ability to effectively communicate through all means of communication with individuals from all socio-economic and cultural backgrounds.
- Above average ability to effectively present information in one-on-one and small group situations to staff members.
- Ability to read, write, and comprehend reports, technical instructions and electronic correspondence.
- Ability to read, analyze, and interpret procedure manuals and technical procedures.

Reasoning ability:

- Above average ability to understand and react appropriately in multiple, sometimes difficult, situations.
- Ability to use available resources to efficiently solve problems.

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- Ability to interpret varied instructions furnished in written, oral, diagram, or web based applications and communications.
- Strong analytical and problem solving skills, including the ability to identify challenges and actively work to find the best possible solution.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Duties are normally performed in a school environment or outdoors. Duties may be occasionally performed on field trips away from school.
- The noise level in the work environment is usually moderate to loud.
- The employee may be responsible for the safety, well-being, and/or work output of students.
- The employee must be able to work indoors or outdoors in a variety of weather conditions.

The District maintains the authority to reduce, increase, split, or re-assign positions as it deems fit and in the best interest of the district to do so.

Approved: _____

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