

Position: Head Coach – Varsity (High School)**Reports to:** Site Athletic Director**Range:** Seasonal

EDUCATION AND EXPERIENCE

High School Graduate, College Graduate (preferred), 3 years Head Coaching experience, minimum 5 years experience in field.

SUMMARY

Knowledge and ability to implement philosophical, social, and educational concepts relative to the duties and responsibilities listed in the expected job responsibilities. Must have outstanding communication, organizational and game management skills. It's imperative that this individual fosters a positive relationship with the community. This individual must have unparalleled energy and a commitment to retain and continuously recruit on campus athletes and coaches.

SPECIFIC RESPONSIBILITIES

- Be familiar with, and comply with all school, district, league, and C.I.F. rules
- To provide a safe environment for student athletes
- Be responsible for coordination of all practices and equitable use of facilities
- In conjunction with Athletic Director, check and approve all schedules
- Recommend program policies and oversee enforcement
- Work cooperatively with Athletic Trainer
- Coordinate end of the year awards banquet
- Cooperate with administration and staff in maintaining an accurate eligibility roster
- Maintain equipment inventory and hold athletes responsible for that equipment
- Be aware of need for maintaining practice equipment
- Be responsible for Athletic Eligibility Packet before athletes may try out or practice
- Implement an Academic Intervention program for athletes under a 2.0
- Possess the ability to analyze and correct errors
- Develop self confidence and instill Pursuing Victory with Honor principles
- Oversee delegation of and organize staff responsibilities
- Adhere to ASB financial policies and procedures
- Develop a communication plan for informational items for parent and community knowledge
- Secure all facilities and equipment following all practices and contests
- Ensure all assistants have been cleared by HR before having contact with athletes
- Attend all Director of Sport meetings
- Promote K-12 articulation for CUSD students
- Organize one youth camp per calendar year
- Fundraise for needs of program / participate in Central Athletic fundraiser
- Staff must be neatly groomed and professionally dressed
- Responsible for athletes conduct when representing CUSD; practices, games, tournaments, meets, hotels and transportation.
- Demonstrate knowledge of District, League, Section, State rules and regulations, Title IX, and work within their boundaries.

- Demonstrate the skills to communicate and work through issues with the principal, athletic director, co-workers, student athletes and parents
- Must attend ALL practices, games, tournaments and meets (no exceptions).
- Understand that foul language, demeaning or insensitive remarks are grounds for dismissal

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.

Specific Requirements:

- Effectively utilize written and orally communication.
- To be an exemplary role model for student athletes, the school, and community.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Planning and organizational skills
- Prepare comprehensive narrative and statistical reports.
- Work cooperatively with athletic secretary.
- Public speaking qualities.
- Develop Interpersonal relationships with coaching staff. Emphasizing retention of coaches.

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.

While performing the duties of this job, the employee is regularly required to speak, stand, talk, walk, see, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to read small print. The employee must frequently bend, reach above the head, as well as forward, and use fine motor skills.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

8/27/2020