

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Middle School Head Coach

Classification: Certificated

Reports to: Principal and K-8 Athletic Supervisor

Range: Seasonal

EDUCATION AND EXPERIENCE

High School Graduate, College Graduate (preferred), 4 years assistant coaching experience

SUMMARY

Must have outstanding communication, organizational and game management skills. It's imperative that this individual fosters a positive relationship with the community. Incorporate the programs fundamental philosophy as outlined by the Director of Sport from the high school. Must maintain communication regarding eligibility, injury, discipline and parent complaints with the site Athletic Director. Integrate CUSD's athletic philosophy in developing physical skills, a sense of worth and competence, and the principles of fair play. 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
- Be responsible for coordination of all practices and equitable use of facilities
- In conjunction with Athletic Director, check and approve all schedules
- Coordinate end of the year awards banquet
- 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
- Posses 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
- Promote K-12 articulation for CUSD students
- 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.
- Must attend ALL practices, games, tournaments and meets... No exceptions!!!
- Understand that foul language, demeaning or insensitive remarks are grounds for dismal
- Allow and encourage athletes to be multi-sport athletes
- To monitor the behavior, safety and welfare of his/her athletes at all activities such as practice, games, meetings, trips and while traveling to and from events
- To monitor the behavior and conduct of his/her assistant coaches when they are involved in activities directly and indirectly related to their sport

- To have a certificated coach with the athletes at all times when traveling
- Must possess emergency cards for all players of his/her team when traveling or competing away from school site
- To assure that an athlete that has been under school supervision, will have school supervision until they have left for home or have been picked up by their parents or district bus
- To assure that Central Unified School District Administrative regulations for travel are followed
- To prepare and turn into the Athletic Director all of the required information for travel
- To oversee setup and cleanup of home games, turn in game set-up to AD and Head Custodian prior to first home game
- To turn in season practice schedule to AD and secretary who makes school calendar
- To turn in team roster to AD
- To turn in team rules other than those mandated made by CUSD to AD
- After an athlete has been evaluated by a doctor and unable to participate, a coach must turn in a copy of the doctor's release to the Nurse and AD before the athlete can practice or compete

SPECIFIC QUALIFICATIONS

- Effectively utilize written and orally communication.
- 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 ABILITIES

- Mobility sufficient to move about, stand, and or sit for extended periods, and access all locations in the work environment.
- Manual skill to appropriately control and manipulate objects, tools, materials, and equipment used on the job.
- Flexibility and strength to reach with hands and arms, bend and stoop.
- Physical strength and agility to push, pull, twist, turn, squat, lift, and carry bulky objects of up to 30 pounds with or without assistance.
- Ability to drive all district vehicles.
- High tolerance for continuing stressful situations.