

## CENTRAL UNIFIED SCHOOL DISTRICT

## POSITION DESCRIPTION

**Position:** Head Elementary Coach

**Classification:** Certificated

**Reports to:** Principal, Site Athletic Director and  
K-8 Athletic Supervisor

**Range:** Seasonal

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### EDUCATION AND EXPERIENCE

- High School Graduate
- College Graduate (preferred)
- 2 years assistant coaching experience

### SUMMARY

Your role is to provide the student athletes with a positive and competitive atmosphere. 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.

### SPECIFIC RESPONSIBILITIES

- Insure the safety of all athletes
- Have a thorough knowledge of the rules and regulations established by the League, CIF, NFHS and Central Unified School District pertaining to your sport
- To make sure the athlete has completed all necessary requirements for eligibility prior to participation in their sport
- 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
- Monitor the behavior and conduct of his/her assistant coaches when they are involved in activities directly and indirectly related to their sport
- 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
- Make sure all assistant coaches and volunteers are cleared through HR. (CPR/ First Aid, TB, Fingerprint, Paperwork and Coaches Contract).
- All of the above need to be completed prior to the start of their coaching assignment. **All coaches and volunteers must be finger printed through C.U.S.D. and approved prior to coaching.**
- To ensure walk-on coaches file their Application/Check List form at the District office prior to the start of their coaching assignment.
- Provide supervision until all athletes have left for home, been picked up by their parents, or school transportation
- To assure that Central Unified School District Administrative regulations for travel are followed
- 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
- Turn in a season practice schedule to AD and secretary who makes school calendar
- Turn in a team roster to site 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
- MUST practice 4 hours a week minimum prior to first game
- MUST practice a minimum of 3 hours a week during the season to ensure appropriate skill level
- Attend District held activities for your team such as Spirit Night, pre-season tournaments, and Championship games
- Attend Saturday games for the following activities; Football Carnival, Fall Sports Jamboree, District Wrestling Tournament, Track Meets, and Cheer Competitions

### **SPECIFIC QUALIFICATIONS**

- Effectively utilize written and oral 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.