

TITLE: **EXTRA CURRICULAR COACHES/SPONSORS**

QUALIFICATIONS: Valid Teaching Certification preferred
Coach/Sponsor responsibility experience preferred
Such alternatives to above qualifications as the board may find appropriate and acceptable.

REPORTS TO: Athletic Director/Principal

SUPERVISES: Students under direct or indirect control

JOB GOAL: To help each participating student achieve a high level of skill, an appreciation for the values of discipline and sportsmanship, and an increased level of self-esteem.

PERFORMANCE RESPONSIBILITIES:

1. Coaches individual participants in the skills necessary for excellent achievement in the sport/activity involved.
2. Plans and schedules a regular program of practice in season.
3. Works closely with the athletic director/principal in scheduling intramural and interscholastic contests.
4. Develops a consistent and positive communications procedure through the school and media to inform the parents and the general public about his/her sport/activity.
5. Recommends purchase of equipment, supplies, and uniforms, as appropriate.
6. Maintains necessary attendance forms, insurance records, and similar paperwork.
7. Oversees the safety conditions of the facility or area in which assigned sport/activity is conducted at all times that students are present.
8. Enforces rules and regulations concerning conditioning of student participants and their health and safety.
9. Reports injuries to the athletic trainer through personal communication, as well as completing and submitting incident reports to the athletic trainer and the Athletic Director.
10. Provides supervision of all student participants until they have left the building and/or site.

11. Ensures a positive environment free of hazing, harassment, bullying and intimidating language and behaviors.
12. Establishes performance criteria for eligibility in interscholastic competition in his/her sport/activity.
13. Enforces discipline and sportsmanlike behavior at all times, and establishes and oversees penalties for breach of such standards by individual students.

TERMS OF EMPLOYMENT: Salary as determined by the Teachers' Negotiated Agreement. Season length will be established by IHSA, IESA and/or a building principal for non-athletic activities.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Updated: 12/6/2017