

Duquesne City School District

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Head Coach

Job Description Summary

At the direction of the Athletic Director and the Building Principal, the Head Coach has the responsibility of carrying on the sport in the best interest of the District by adhering to the policies and regulations of the Athletic Department, as well as the practices and procedures of the administration. Coaches are responsible for collaborating with the Athletic Director to create and / or revise content included in Duquesne City School District handbooks, as necessary. The performance of duties and completion of all related tasks according to the established handbook are expected.

Coaches must have a thorough knowledge of the PIAA, WPIAL, and / or conference rules and regulations. Coaches are to comply with such guidelines and be responsible for the implementation by his / her coaching staff.

Coaches shall recognize that their activity is an integral part of the educational program of the District and an extension of the classroom.

Qualifications and Essential Skills

- High school diploma or equivalent required, Associate's degree preferred.
- Act 33 / 34, Act 114, and Act 151 Clearances required.
- Maintain certification in basic First Aid and CPR.
- Valid Driver's License.
- Minimum of (2) two years of professional experience or related position involving youth athletics. Able to demonstrate an understanding of the regulations regarding the operation of an athletic program.
- Have excellent integrity and demonstrate good moral character and initiative.
- Able to clearly and effectively present information, interpret data and articulately respond to questions from administrators, staff, parents, students, business and educational partners, and the general public.
- Able to organize and manage programs of athletics as an integral part of the total education program of the District.
- At the direction of the Athletic Director or designee, able to implement and coordinate athletic and student activity related events.
- Able to work on multiple tasks and prioritize appropriately with minimal supervision.
- The ability and desire to be an advocate for children, youth and public education.
- Able to display a courteous, professional and tactful demeanor and able to work and act with maturity and harmoniously with all types of individuals.
- Able to accept and provide constructive criticism.
- Able to accept direction from supervisors.
- Able to be a leader, coordinator, and a member of a team.
- Able to be respectful and empathetic.
- Proficient with Microsoft Office Suite and Google Applications including, but not limited to, Word, Google Documents, Excel, Google Sheets, PowerPoint, Google Slides, etc. and the willingness to experiment with new technologies.

Essential Duties and Responsibilities

- Understand the proper chain of command and refer all concerns or grievances through the proper channels. The Head Coach reports to the Athletic Director in concert with the Building Principal while supervising, coordinating, and promoting all phases of the interscholastic program. The Head Coach communicates directly with Athletic Assistants, student participants, parents / guardians, and booster groups.

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- Director of specific sport operations and responsible for the overall program supervision, which includes philosophy, play book terminology, team / program rules, and an open communication to all coaches at all grade levels. Head Coaches are responsible for monitoring all Athletic Assistants attendance, performance, dedication, cooperation, and loyalty. Any concerns are to be discussed with the Athletic Director.
- Responsible for assisting the Athletic Director with the recruiting of Athletic Assistants, making recommendations to the Athletic Director for vacancies, and assisting with the application process. Coaches shall assume duties and responsibilities only after being officially approved by the Board of School Directors.
- Establish and file an updated version of team rules and guidelines which address behavior, discipline, expectations, responsibilities, citizenship, and philosophy. These should be distributed to each player, and every effort should be made to have parents and players understand and support the contents.
- Conduct registration / sign-up meetings for each subsequent season. Review a sequence of responsibilities and / or requirements of which all participants must fulfill, included in this review shall be:
 - Physical exam forms and dates,
 - Eligibility requirements,
 - Off season conditioning schedule,
 - Equipment distribution,
 - Meetings,
 - Camp / tournaments,
 - Fundraising ventures,
 - Community service projects, and
 - Other pertinent events as seen appropriate to the program.

Such an agenda is to be networked to parents. Coaches are to provide a mechanism whereby a parent can confirm registration and that their son / daughter is an active participant.

- Inform team members of expected conduct prior to the season relative to sportsmanship, game / bench decorum, team rules and regulations.
- Formally meet with the Athletic Director preseason, to review each subsequent season, and postseason, to conduct a self-assessment and performance review as part of the evaluation process.
- Schedules a preseason meeting with parents to communicate philosophy, expectations, rules, regulations, and coach / student / parent relationship.
- Conduct preseason and out-of-season preparation activities within the guidelines of the PIAA regulations.
- Strive to maintain consistent practice times and avoid deviations from determined practice schedules. Management of facilities must be done as equitably as possible. Head Coaches are to design drill work and teaching sessions to fit within the confines of an approved time schedule. Practice plans shall be broad bases for all phases of the sport and for the involvement of all interested students.
- Permit participation of only those who have passed a physical examination and have insurance coverage.
- Have a copy of the participant's medical procedure card available at all times.
- Submit a complete roster and eligibility to the Principal and Athletic Director ten (10) days following the first practice session. When a student is no longer a member of the team, the coach must notify the Athletic Director immediately.
- When required, attend mandatory PIAA rules interpretation meetings each preseason. Instruct players and assistants in rules and rule changes.
- Follow-up on participant injuries by personally contacting the parent / guardian and informing the Athletic Director and / or Building Principal immediately when an accident or injury is serious in nature.
- Cooperate with the athletic trainer and respect his / her recommendations. Uphold all medical decisions provided by a physician.
- Monitor the student athletes' eligibility in categories of age, attendance and academics. Report players who may be ineligible to the Athletic Director, Building Principal, and parent. The Head Coach, prior to the season's start, is responsible for the participants' initial academic check.
- Record athletic participation on the student's permanent record no later than three (3) weeks following the last competition.
- In collaboration with the Athletic Director and Building Principal, develop objectives and goals prior to the season designed to meet specific needs of the total program.

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- Address issues of hazing, harassment, taunting, and steroid use with all participants and assistants to the athletic program.
- Oversee the safety conditions of a facility or area in which assigned sport activities are conducted.
- Coordinates a facility schedule with the Athletic Director and secures building permits for use of the facilities.
- Alert staff and participants of evacuation plans which must be followed during all drills or evacuations.
- In collaboration with the Athletic Director and Building Principal, establish training rules that are conducive to individual and team success, considering at all times the welfare of the individual, team, and District.
- Conduct try-outs and makes final decisions as to team selection. Coaches are encouraged to keep as many students as they can without jeopardizing the integrity of their activity. Prior to any try-out, the Head Coach shall provide the extent of the try-out period, criteria used to select the team, number of participants to be selected, and commitments. When cuts occur, the student shall be informed of the reason for the action.
- Direct the selection and instruction of student managers and student statisticians.
- Design practices so that skills are taught to promote player ability and overall team coordination.
- Demonstrate a fair, unprejudiced relationship with the player while considering their individual differences and confidentiality concerns.
- Teach athletes to win through legitimate means only. Striving to win at any cost is to be discouraged and promoted as unethical.
- Control his / her temper at all times while discouraging profanity and obscene language.
- Teach all athletes techniques consistent with the rules of the game and good sportsmanship along with preparing his / her team mentally and emotionally for a contest. Enforce disciplined and sportsmanlike behavior at all times and establishes and enforces penalties for breach of such standards.
- Respect and acknowledge the privacy of officials before, during and after a competition. No coach, attendant, player or fan may enter the officials dressing room area before, during or after any contest, for any reason, unless invited by said officials.
- Recommend the use of competent officials and support their decisions. He / she shall not criticize the actions or decisions of officials before players and spectators.
- Conclude a contest by:
 - Being responsible for his / her team first.
 - Ensuring that the locker rooms are left in good order and report any damage.
 - Respect opponent's equipment and facilities.
 - Extend courtesies to the opposition.
- Supervise the upkeep, protection, collection, inventory and in-season storage of all equipment issued for the activity.
- Prepare used equipment for reconditioning and collaborate with the equipment manager for out-of-season storage.
- Grant permission (at the Head Coach's discretion) the wearing of game jerseys to school on the day of an event.
- Submit an equipment inventory, including any outstanding player obligations, within one (1) week after the end of the activity to the Athletic Director and / or Equipment Manager.
- In collaboration with the Athletic Director, submit budget requests for the entire program that includes uniforms, equipment, supplies, and other budget needs within the guidelines relative to target due dates, available funds, and plans for major purchases. This annual requisition shall have accurate specifications within budget restraints.
- All coaches and sponsors shall adhere to Board Policy 702 Gifts, Grants, Donations:
 - All gifts, grants, donations or gratuities of any form which include, but are not limited to, tee shirts, jackets, hats and / or similar clothing apparel, posters, jewelry and / or similar objects, money, cash awards, gift certificates and food proposed by individuals or organization for distribution to students, student groups and / or school personnel shall be reviewed and approved by the Superintendent.*
- Report any maintenance or equipment problems as soon as noticed.
- Document any infractions of team or school rules and notify parents of infractions and / or incidents of negative behavior.
- Informs the Athletic Director, as soon as possible and no later than the following day, of any player or coach ejection. Details of the ejection as well as a description of the participants' conduct shall be submitted in a written report to the Athletic Director and Principal within forty-eight (48) hours of the incident.
- Teach, review, and require that all players and team personnel must remain on the boundaries of the playing area and control instances, which might lead to acts of assault and / or violence.

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- Monitor drill work and / or scrimmage activities while fostering equal match ups of participants having similar age, strength, speed, experience and / or size.
- Submit the intentions of promotional events designed to encourage attendance and school spirit, promote a specific sport, and / or recognize special groups or individuals to the Athletic Director and Principal prior to the scheduled season.
- Cooperate and remain flexible with students participating in simultaneous seasonal activities.
- Assist with the planning, organizing, conducting, supervising, and evaluating of pep assemblies involving his / her activities.
- Cooperates with the media within the school guidelines regarding the publicity and promotion of their activity. Report prompt, accurate scores and complete public address announcements for inter-school communications.
- Promote good human relations and rapport within the student body, staff, and community members.
- Cooperate with all other coaches in providing the most optimum sports program possible.
- Strive to improve coaching skills and techniques by attending clinics, workshops, seminars, and / or conferences relative to a specific sport. Follow adopted procedures to obtain approval for attending.
- Complete and submit all financial reports for trips where funds are advanced, and maintain accurate expense records.
- Follow the Duquesne City School District fundraising procedures.
- Collaborate with the Athletic Director in determining departure times for away events. Provide supervision of transportation modes and facilities provided by hosting participants.
- Nominate candidates for post-season honors.
- Attend all banquets and programs in which any participant is being recognized.
- Counsel athletes concerning future endeavors entering high school athletics and discuss future-ready goals past secondary-education.
- Attend all Athletic Department meetings and functions as assigned by the Athletic Director and / or Building Principal.
- Supervise and / or assign supervision of the fitness / weight room when participants are utilizing conditioning equipment.
- Annually provide clear and concise summaries of the activity that includes statistics, highlights, team and individual honors to the Athletic Director.

Additional Responsibilities

- Maintain the security of all facilities while securing keys, as authorized by the Director of Facilities, et. al.
- Assist in providing school information that is necessary for the District calendar, newsletter, website, meeting agendas, etc.
- All other duties as assigned by the Superintendent or Designee.

Reporting

Reports directly to the Athletic Director and Building Principal

Terms of Employment

Seasonal, based on specific athletic program / sport

Supplemental

Physical Demands

This position requires frequent standing and / or sitting, and the ability to maneuver around a multi-level facility. Employee will be required to operate various computer / technical systems for data entry and to demonstrate

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technological aspects of this position as described above. This position requires moderate physical effort and is subject to Occupational Health and Safety risks. Other physical demands of this position include:

- Lifting, carrying, pushing, pulling up to 40 pounds.
- Kneeling, crouching, bending, and reaching to retrieve and handle teaching materials and supplies.
- Manual hand / finger dexterity.
- Speak clearly and distinctly when communicating.
- Hear clearly.
- Adequate vision to perform duties.

Work Environment

Employees of the Duquesne City School District engage in the important and fulfilling enterprise of educating students in the city of Duquesne. Employees must believe in, value and be committed to the educability of all; must promote the school district vision of high standards of learning and academic rigor, continuous school improvement, and the inclusion of all members of the school community; must be willing to work in high stress environment while maintaining the energy necessary to meet the responsibilities and expectations of the position. A sample of specific elements associated with the work environment of this position includes:

- Moderate to frequent traversing through multi-level facility.
- Exposure to a variety of childhood and adult diseases and illnesses.
- Occasional exposure to a variety of weather conditions.
- Frequently required to work at a fast pace.
- Comfort with ambiguity.
- Requires considerable concentration and creativity.
- Able to adjust daily work plans and work hours to be highly responsive to school needs.
- Subject to stress caused by a changing environment, diversity in the organization, tight deadlines and work load, but must be able to maintain work / life balance amidst intense work demands.

ADA

The Duquesne City School District will make reasonable accommodation in compliance with the American with Disabilities Act of 1990. This job description is not an exhaustive list of the duties performed for this position and will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

Additional Information

The Duquesne City School District (DCSD) does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs, activities, career and technical education programs or employment and provides equal access to all designated youth groups. It is the policy of the Duquesne City School District to make all services, programs and activities available and to provide reasonable accommodations to persons with disabilities. Please make requests for accommodations at least 72 hours before the scheduled event. For more information regarding accommodations, civil rights grievance procedures, please contact: DCSD Administration and Business Office, 300 Kennedy Avenue, Duquesne, PA 15110 or 412-466-5300, extension 7006.

***Note:** The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility. This job description is subject to change as determined by the Superintendent of Schools.*

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Signature

Date