Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Head Coach and/or Assistant Coach**

Qualifications:

Credentials: 18 years old and High School Diploma Required, Bachelor's degree and Teaching Certificate Preferred, CDL may be required

Education: High School Diploma required, Bachelor's degree preferred

Training/Experience Required: Prior coaching experience preferred.

Special Skills, Knowledge, Abilities:
Ability to create an atmosphere conducive to implementing the philosophy, goals, and objectives of the Athletic Department.

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms, instructions, and writing/printing legibly both written and electronic.

Job Goal (Purpose of Position): The job goal for both head and assistant coaches is to implement the district and athletic department mission fostering a safe environment (both physically and mentally) while maintaining high standards in the classroom and on the playing surface.

Essential Job Functions (Performance Responsibilities):
1. Complies with the rules and regulations set forth by the Oklahoma Secondary Activities Association in the O.S.S.A.A. handbook and local board of education policies.

2. Plans, organize and implement the teaching of fundamentals, strategy, rules and techniques.

3. Responsible for developing and supervising sound policies for issuing, care maintenance and storage of equipment.

4. Prepares and presents an inventory of equipment.

5. Follows the district's procedure regarding purchase orders and routes all purchases through the Athletic Director.

6. Head coaches are responsible for delegating authority and advising their assistants on what they desire in the way of coaching techniques and discipline.

7. Evaluates and rates officials.

8. Maintains close supervision over the eligibility status of their squad members. Advises and counsels students continuously on their eligibility requirements for participation in athletics.

9. Submits a copy of their schedule and list of officials to the Athletic Facilitator for approval before they are finalized.

10. Attends coaches' meetings and clinics for professional growth.

11. Supervises athletes constantly during the athletic hour and practice time.

12. Ensures that facilities and equipment are maintained to ensure a healthy and safe environment for activities and report deficiencies and damage immediately to the Athletic Facilitator.

13. Provides for and stresses sportsmanship at ALL times.

14. Works with Athletic Trainers to ensure proper conditioning of athletes; proper safety devices are worn; proper recovery time is implemented pursuant to medical opinion.

15. Submits forms to the Athletic Facilitator as requested.

16. Head Coach is responsible for ensuring athletes are transported safely and that the staff includes those with CDL license.

17. Performs such other duties as might fall within their jurisdiction which may be assigned.

In attempting to list some of the duties of coaches it is not to be construed that the duties listed above are absolute or all inclusive.

Supervision exercised: Indirect over the Assistant Coaches

Site: Various

Reports To: Athletic Director, Athletic Facilitator, Principal

Physical/Mental Requirements and Working Conditions: Other than those physical/mental requirements included within the essential functions: Must be able to communicate written and electronically. Must be able to get around the various sites. Must be able to demonstrate proper skills in the athletic programs; may be required to transport students/athletes, etc. on buses or vans. Employee will be subject to random drug test each year along with other employees working in positions in which responsibility and conditions could require them to transport students in school district vehicles.

Terms of Employment: In compliance with Negotiated Contract and/or State Law

Evaluation: Performance of this job will be evaluated in accordance with Board policy.

Approved 03/08/1993
Revised 01/11/1999
Revised 05/13/2024