

## Head Coach

Reports to: Athletic Director and Principal

FLSA Status: Exempt

### SUMMARY:

The head coach ensures participating students achieve appropriate athletic skills, an appreciation for the values of discipline, sportsmanship, and teamwork, and an increased level of self-esteem. The Head Coach oversees entire program for particular sport and supervises assistant coaches and students.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Holds organizational meetings for team prospects and encourages potential athletes to participate in the sport;
- Assesses player's skills and assigns team positions;
- Develops a regular practice schedule and organizes practice time to provide both individual and team development;
- Oversees the safety conditions of the facility or area in which assigned sport is conducted at all times that students are present;
- Maintains accurate statistics, records, and results of the season;
- Evaluates performance of assistant coaches;
- Maintains competency in rules, rule interpretations, meet procedures, coaching techniques, and general information about all aspects of the sport;
- Works with the Athletic Director in scheduling facilities for practices and competition;
- Assigns duties to an assistant coach as necessary;
- Coaches and instructs players, individually, or in groups, regarding the rules, regulations, equipment, and techniques of the sport;
- Observes players during competition and practice to determine the needs for individual or team improvement;
- Determines game strategy based on the team's capabilities;
- Establishes and maintains standards of pupil behavior and provides proper supervision of athletes at all times;
- Monitors the academic performance of team members to ensure that eligibility requirements are met; and encourages student athletes to maintain a high academic standard;
- Adheres to a highly efficient and technically sound program of injury prevention and follow up;
- Follows established procedures in event of an athlete's injury;
- Conferences with parents/guardians, as necessary, regarding the athletic performance of their student;
- Follows state, regional, and district regulations governing the athletic program;

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- Models sports-like behavior and maintains appropriate conduct towards players, officials, and spectators;
- Holds safety meeting with parents at start of season and with coaches;
- Acts as a team representative and promotes the sport by communicating with news media, booster clubs, service clubs, and other organizations;
- Follows established procedures for the proper care, maintenance, and requisitioning of equipment, supplies, and uniforms;
- Works with the athletic director to develop a policy for awards and submits a list of award winners at the end of the season;
- Participates in special activities to include parent's night, banquets, award nights, and pep assemblies, etc.;
- Maintains eligibility forms, emergency data cards, insurance records, equipment inventory, and other related records;
- Models nondiscriminatory practices in all activities;
- Performs other duties and responsibilities as assigned by supervisors.

EDUCATION AND/OR EXPERIENCE:

High School diploma or general education degree (GED).

KNOWLEDGE, SKILLS AND ABILITIES

Exhibit qualities of leadership and organizational ability and reflect a spirit of cooperation in working with staff and school administration. The Coach should have the ability to establish and maintain effective working relationships with students, staff and the community and the ability to communicate clearly and concisely both in oral and written form. Also, the Coach will perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, talk, and hear. The employee frequently is required to walk and use hands to finger, handle, or feel. The employee is occasionally required to sit; climb or balance, reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift and/or

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move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

EVAULATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.