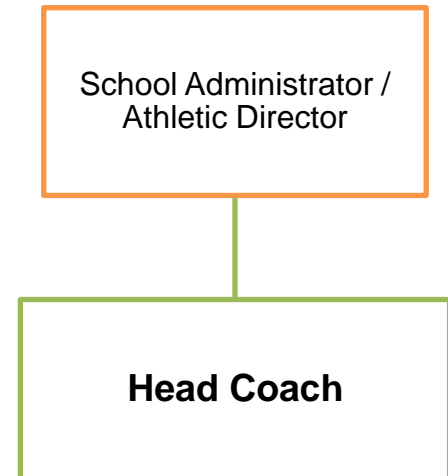


HEAD COACH

Job Title:	Head Coach
Initial:	September 22, 2010
Revised:	April 12, 2018
Work Year:	Scheduled days based on season
Office:	Education
Department:	Assigned school
Reports To:	School Administrator / Athletic Director
FLSA Status:	Volunteer paid a nominal stipend
Pay Schedule:	Extra-curricular based on sport

Related Organization Chart



POSITION SUMMARY: The Head Coach is responsible for organizing, planning, and administering a sports program. Performs duties assigned which support the goals of the athletic department and school. Coaches students in the fundamentals and techniques of the sport. Assists each participating student to achieve a high level of skill, an appreciation for the values of discipline and sportsmanship and an increased level of self-esteem. Adheres to the rules, regulations and policies of District 49. Stays current and abides by all CHSAA/NFHS rules and expectations. Recruits players, coaches and other support staff as needed. Conducts athlete training. Coaches at competitions.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Hire and directs assistant and support coaches along with the Athletic Director. Responsible for oversight of the program, game management and the overall direction, coordination and evaluation of specific sport.
- Holds organizational meetings for team prospects and encourages potential athletes to participate in the sport.
- Instructs and demonstrates fundamental skill sets, knowledge, and techniques necessary for individual and team achievement.
- Develops, plans and executes activities, training programs, practices and game schedules.
- Directs conditioning of players to achieve maximum athletic performance.
- Develops each athlete’s potential and obtains maximum performance. Provides individual and team counseling and motivation as required.
- Coaches and instructs players, individually or in groups, regarding the rules, regulations, equipment, and techniques of the sport.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Enforces rules and regulations, adheres to district and school policies, procedures and guidelines. Ensures that appropriate rules and regulations regarding the conduct and eligibility of athletic activities and athletes are explained and followed.
 - Assesses player's skills and assigns team positions.
 - Evaluates own and opposition team capabilities to determine game strategy.
 - Arranges transportation for athletic participants and hotel room reservations for all overnight events.
 - Travels with student athletes on the team bus both to and from games.
 - Ensures that all student athletes are eligible, insured, have paid their fees and are in good physical condition from the beginning to the end of the season.
 - Enforces discipline policies and emphasizes sportsmanship and healthy lifestyles.
 - Supervises students in locker rooms and ensures appropriate behavior.
 - Checks and secures all office, storage room, outside doors, locker rooms and all lights after last player leaves after games and practices.
 - Provides supervision and maintains a safe environment and facilities for student athletes at all times
 - Ensures that medical and safety requirements are adhered to. Follows established procedures in the event of an athlete's injury.
 - Reports and secures approval from the Athletic Director of all adults and volunteers associated with the sport.
 - Submits athlete rosters to the Athletic Director. Reports any changes to student information on the roster.
 - Maintains accurate records of all expenditures. Follows policies governing the use of budget funds and activity funds. Works with school administration and finance office to appropriately budget for the assigned athletic program.
 - Maintains accurate inventory of all equipment and program assets; recommends selected equipment for repair or replacement. Ensures that proper cleaning of equipment and uniforms are adhered to. Properly maintains and stores equipment during off-season.
 - Strives to produce a winning program in accordance with the rules of fair play and sportsmanship.
 - Supports the achievement of academic excellence.
 - Establishes performance criteria for eligibility in interscholastic competition in the specific sport.
 - Organizes and executes fundraising activities.
 - Facilitates community service opportunities.
 - Consults with Athletic Director regarding any off-season training programs.
 - Interacts thoughtfully and courteously with students, staff, parents, fellow coaches, and officials and resolves conflict in a professional manner.
 - Professionally represents the school and the district in interactions with student, parents, community, staff and the media.
 - Establishes and maintains a good leadership model and demonstrates high standards of sportsmanlike conduct.
 - Appropriately maintains and secures confidential records and inquiries.
 - Attends or delegates attendance of assistant coach to all league coaches meetings.
 - Attends clinics and workshops to keep abreast of rule changes and to update coaching skills.
 - Maintains appropriate certifications and training hours as required.
 - Performs athletic trainer duties and emergency first aid as required.
 - Maintains and publishes individual and team records.
 - Assists in the planning/direction of awards ceremonies.
 - Participates in special activities to include parent's night, banquets, award nights, and pep assemblies.
 - Performs other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervision & Technical Responsibilities:

- Supervises assistant and support coaches.

Budget Responsibility:

- Works with school administration and finance office to appropriately budget for the assigned athletic program.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

- Bachelor's degree and special experience and training as determined by specific sport preferred.

Experience:

- High School and college playing experience in the specific sport.
- Three to five years of experience coaching at a high school or higher level in the specific sport.

Knowledge, Skills & Abilities:

- In-depth knowledge of specific sport assigned.
- Excellent organization and communication skills.
- Ability to communicate effectively with stakeholders within and outside the school environment.
- Excellent oral and written communication and interpersonal relation skills.
- Basic math and accounting skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Organizational skills.
- Ability to manage multiple priorities and tasks with frequent interruptions.
- Ability to communicate effectively with various stakeholders.
- Ability to maintain excellent attendance.
- Ability to understand and follow complex oral and written instructions.
- Ability to perform responsibilities without the necessity of close supervision.
- Must be proficient in the use of personal computers and common software applications including Microsoft Word, Excel, Outlook, and Power Point.

Certificates, Licenses, & Registrations:

- Criminal background check required for hire.
- Successful completion of the A.C.E., first aid and CPR training.
- CHSAA Certification.

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: The work is performed in schools and practice/playing areas and has periods of moderate physical activity. Typical positions require employees to walk or stand for long periods; lift and carry up to 30 pounds; bend, kneel and crouch, reach, hold and grasp. The work requires the ability to speak normally and to use normal or aided vision and hearing.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate to loud.

Mental Functions: While performing the duties of this job, the employee is regularly required to instruct, communicate and use interpersonal skills; frequently required to compare, analyze, synthesize, evaluate, compile and negotiate.