

Head Coach

Purpose Statement

The job of Head Coach is done for the purpose/s of designing and implementing the athletic program for the assigned sport at the SecondarySchool level in accordance with applicable rules and regulations; providing supervision of other coaching personnel; providing supervision of students during all aspects of the program; using sound instructional techniques in overseeing program activities; serving as a positive role model to student athletes; and serving in a liaison capacity for the school and program with other schools both within and/or outside the district, to the community, and to various organizations. Individuals in this job classification are assigned to a position for a specific sport and oversee the respective athletic program when in season.

This job reports to the Principal Secondary

Essential Functions

- Analyzes opposition's strategies for game/event prior to and/or during athletic events as appropriate for the purpose of assessing the opposition's strengths and weaknesses for developing game plan/approach.
- Assesses student athletes for the purpose of providing feedback to students on their individual performance and/or determining team placement.
- Attends a variety of meetings, workshops, conferences, etc. for the purpose of receiving and conveying information related to their role.
- Conducts a variety of supporting activities (e.g. parent orientations, recognition events, banquets, etc.) for the purpose of providing information regarding the program and/or recognizing participants' accomplishments.
- Develops game strategies/plans for the purpose of preparing the team and individual student athletics for the competition.
- Develops team and individual practice regimens for student athletes (e.g. strength, speed, agility, nutritional, injury prevention, etc.) for the purpose of enhancing and improving their performance.
- Evaluates facility and playing field for potential hazards, inadequate equipment, etc. for the purpose of implementing and/or assisting in making modifications or recommendations that would reduce the risk of injury.
- Guides other coaching personnel as may be appropriate in instructional techniques, organization of practices, supervision guidelines and responsibilities, etc. for the purpose of providing guidance and mentoring.
- Identifies program needs for the purpose of providing recommendations of expenditures for activities, equipment, supplies, etc. that will enhance the assigned athletic program.
- Identifies appropriate uses of program funding (e.g. school budget, booster clubs, athletic clubs, tax credit account, etc.) for the purpose of addressing program needs in compliance with state and district policies and practices.
- Implements practice schedules and related events (e.g. usage of facilities and equipment, staff assignments, etc.) for the purpose of ensuring efficient program operation.
- Instructs student athletes for the purpose of promoting individual growth in athletic skills, teamwork, and sportsmanship.

- Maintains a variety of records (e.g. game/student athlete statistics, insurance, signed permission forms, emergency information, schedules, equipment inventories, etc.) for the purpose of complying with district, athletic conference, state requirements, and/or report scores and strategies to local news media.
- Makes coaching assignments for the purpose of matching the skills and experience of coaches with program needs.
- Monitors student athletes' academic eligibility (e.g. counseling, tutoring, etc.) for the purpose of both complying with state and district requirements as well as providing appropriate intervention (e.g. counseling, tutoring, etc.) to students identified as needing assistance to maintain their athletic eligibility.
- Oversees assistant coaches, student managers, volunteers, etc. for the purpose of providing direction and monitoring activities.
- Performs a variety of personnel related functions (e.g. assessing, recommending, etc.) for the purpose of addressing staff position needs.
- Responds to inquiries of students, parents, other school personnel, media representatives, college representatives, etc. for the purpose of providing information, assistance and/or direction.
- Supervises student athletes during all areas of participation (e.g. competition, travel, meetings, practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal risk of injury to the participants.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; administering first aid; applying pertinent laws, codes, policies, and/or regulations; coordinating activities with other schools, districts and/or agencies; organizing and communicating information and concepts; and overseeing financial transactions.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: community support organizations and public relations; equipment used in activity/program; injury prevention and appropriate treatment protocols; pertinent laws, codes, policies, and/or regulations; participant eligibility, attendance and discipline guidelines; public relations protocols; relevant professional standards and practices; and safety practices and procedures.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based

competencies required to satisfactorily perform the functions of the job include: communicating with persons of varied educational and cultural backgrounds; dealing with frequent interruptions; exhibiting strong leadership; maintaining confidentiality; meeting deadlines and schedules; modeling sportsmanship and enforcing sportsmanlike behavior among students; motivating participating student athletes; providing a firm, fair, and consistent discipline approach; providing leadership, direction, and team building; traveling to off campus athletic events; traveling to off campus competitions; and working extended hours that may include evenings and/or weekends. Have the ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services. .

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 40% walking, and 50% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience Job related experience with increasing levels of responsibility is desired.

Education Targeted, job related education with study in job-related area.

Equivalency

Required Testing

Certificates

First Aid Certificate

Continuing Educ./Training

Clearances

CPR Certificate Renewal

Criminal Justice Fingerprint/Background

First Aid Certificate Renewal

Clearance

Required to work some evenings and weekends.

FLSA Status

Approval Date

Salary Range

Exempt

Assistant Coach

Purpose Statement

The job of Assistant Coach is done for the purpose/s of designing and implementing program activities in accordance with applicable rules and regulations related to the sport; providing supervision of student athletes during all aspects of their participation in program; using sound instructional techniques in overseeing program; serving as a positive role model to student athletes to the community, and to various organizations. Individuals in this job classification are assigned to a position for a specific sport at the High School or Junior High level.

This job reports to the Head Coach

Essential Functions

- Analyzes opposition's strategies for game/event prior to and/or during athletic events as appropriate for the purpose of assessing the opposition's strengths and weaknesses for developing game plan/approach.
- Assesses student athletes for the purpose of providing feedback to students on their individual performance and/or determining team placement.
- Attends a variety of meetings, workshops, conferences, etc. for the purpose of receiving and conveying information related to their role.
- Develops components of game strategies/plans as requested by Head Coach for the purpose of preparing the team and individual student athletes for the competition.
- Evaluates facility and playing field for potential hazards, inadequate equipment, etc. for the purpose of implementing modifications or recommendations that would reduce the risk of injury.
- Instructs student athletes for the purpose of promoting individual growth in athletic skills, teamwork, and sportsmanship.
- Maintains a variety of records (e.g. game/student athlete statistics, insurance, signed permission forms, emergency information, schedules, equipment inventories, etc.) for the purpose of complying with district, athletic conference, and state requirements.
- Monitors student athletes' academic eligibility (e.g. counseling, tutoring, etc.) for the purpose of both complying with school and district requirements as well as providing appropriate intervention (e.g. counseling, tutoring, etc.) to students identified as needing assistance to maintain their athletic eligibility.
- Promotes athletic program for the purpose of increasing interest and participation.
- Responds to inquiries of students, parents, other school personnel, media representatives, college representatives, etc. for the purpose of providing information, assistance and/or direction.
- Supervises student athletes during all areas of participation (e.g. competition, travel, meetings, practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal risk of injury to the participants.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

- Supports other staff of the athletic program (e.g. Head Coach, other coaches, volunteers, etc.) for the purpose of assisting them in the performance of their respective roles and functions.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; administering first aid; applying pertinent laws, codes, policies, and/or regulations; and organizing and communicating information and concepts.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: equipment used in activity/program; injury prevention and appropriate treatment protocols; pertinent laws, codes, policies, and/or regulations; participant eligibility, attendance and discipline guidelines; public relations protocols; relevant professional standards and practices; and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with persons of varied educational and cultural backgrounds; dealing with frequent interruptions; exhibiting strong leadership; maintaining confidentiality; meeting deadlines and schedules; modeling sportsmanship and enforcing sportsmanlike behavior among students; motivating participating student athletes; providing a firm, fair, and consistent discipline approach; setting priorities; traveling to off campus athletic events; and working extended hours that may include evenings and/or weekends. Have the ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; directing other persons within a small work unit; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services. .

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 40% walking, and 50% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience Job related experience is required.

Education High school diploma or equivalent.

Equivalency

Required Testing

Certificates

CPR/First Aid Certificate

Continuing Educ./Training

CPR Certificate Renewal

First Aid Certificate Renewal

Required to work some evenings and weekends.

Clearances

Criminal Justice Fingerprint/Background

Clearance

FLSA Status

Approval Date

Salary Range

Exempt