

**TITLE:** Athletic Coach

**LOCATION:** Urbana School District #116 School Buildings, Urbana High School

**SUPERVISOR:** Athletic Director/Assistant Principal, Urbana High School

**JOB SUMMARY:** Under general direction of the Athletic Director/Assistant Principal, this position is responsible for coaching and providing direction to student athletes so that they have the opportunity to achieve a high level of skill as well as an appreciation for discipline, sportsmanship and teamwork in their respective sport.

**ESSENTIAL FUNCTIONS:** To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Holds organizational meetings for team prospects and encourages potential athletes to participate in the sport.
- Assesses players' skills and assigns team positions.
- Develops a regular practice schedule and organizes practice time to provide both individual and team development.
- Works with the athletics director in scheduling facilities for practices and competition.
- Assigns duties to an assistant coach as necessary (if applicable).
- 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.
- Follows established procedures in the 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.
- Models sports-like behavior and maintains appropriate conduct towards players, officials, and spectators.
- Acts as a team representative and promotes the sport by communicating with the 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.
- Maintains eligibility forms, emergency data cards, insurance records, equipment inventory, and other related records.
- Models nondiscriminatory practices in all activities.

**ADDITIONAL RESPONSIBILITIES:**

- Attends staff development meetings, clinics, and other professional activities to improve coaching performance.
- Performs any other related duties as assigned by the Principal & Athletic Director or other appropriate administrator.

**QUALIFICATIONS:**

- Illinois Teaching License
- ASEP Certification
- Illinois Substitute Teaching Certificate

**TERMS OF EMPLOYMENT:** Salary is based on a stipend determined through the Urbana School District #116 and UEA Collective Bargaining Agreement.

**EVALUATION:** Performance of this job will be evaluated by the current supervisor, Athletic Director/Assistant Principal and/or head coach of the program.

**REVISED:** September, 2015