

Bedford City School District

Department of Athletics

JOB DESCRIPTION – HEAD FOOTBALL COACH

Head Coach General Criteria:

- Coaches will uphold the dignity, honor and integrity of the coaching profession at all times.
- Coaches will emphasize the importance of academics in their students' daily lives.
- Coaches will demonstrate, encourage and promote good sportsmanship amongst teammates, coaches, opponents, officials and fans.
- Coaches will create an atmosphere that is safe for all participants.
- Coaches will take an active role in the prevention of the use of drugs, alcohol and tobacco amongst their players.
- Coaches will adhere to all Ohio High School Athletic Association (OHSAA), Lake Erie League (LEL) and Bedford City School District rules, guidelines, and professional expectations.
- Coaches will obtain and maintain current certifications associated with safety including but not limited to CPR, SCA, Concussion, First Aid, Mental Health, and P.B.I.S. as required by the Ohio High School Athletic Association.
- Coaches will teach proper sport specific skills and techniques.
- Coaches will utilize effective and appropriate communication skills with students, parents, alumni and the general community.
- Enforce consistent discipline that reinforces positive behavior and personal decisions.

Football Specific Duties

- Oversee, direct and manage the middle school coaching staff.
- Develop and implement a coaching philosophy as well as a set of expectations for all aspects of the program.
- Coordinate and supervise team travel to and from games.
- Ensure adequate and appropriate supervision in all locker room situations.
- Maintain weight charts in the pre-season and adjust accordingly.
- Review grades and progress reports of athletes in an effort to promote academic achievement.
- Inventory all equipment.
- Report all statistics and final scores to the athletic department.
- Develop a detailed practice plan for each practice session that includes proper and safe tackling techniques.
- Develop off-season programs for strength training and conditioning.
- Schedule and coordinate all preseason scrimmages.
- Make suggestions and recommendations for the competition schedule.
- Be visible in the youth program and the high school program.

- Coordinate end of season awards and attend all banquets.
- All other duties as assigned by the athletic director.

Essential Functions:

- Academic monitoring of students
- Practice planning responsibilities or scripting of practice
- Writing up game plan strategies
- Game night responsibilities minimal compared to rest of staff including post game clean up and equipment checks and jersey recoveries
- Ensure the proper conduct and actions of team players at all times
- Assist with issuing equipment and keep accurate records of all equipment issued
- Assist with collection, inventory, distribute and procure all equipment
- Assist with assignment of lockers and oversee the condition of the locker room
- Attend coaches meetings
- Assist players in the care and prevention of injuries
- Assist with instruction of players in the proper use of strength training equipment, training and nutrition
- Assist with preparation of facilities for all practice sessions
- Assist with schedule, plan and conduct all practice sessions and scrimmages
- Assist with development and enforce training rules
- Assist with communication with classroom teachers to determine the academic achievement level of each player
- Assist with participation in awards program
- Assist with instruction and supervision of managers in game and practice preparation
- Assist with evaluation of players after each game and at the end of the season
- Assist with supervision of player conditioning
- Check, repair and fit equipment
- Supervise players in daytime practices, meetings, lunch and locker room activities
- Supervise players on bus trips to away games/scrimmages
- Assist with preparation of offensive and defensive strategies
- Attend clinics, camps and seminars
- Attend off-season physical conditioning
- Maintain respect at all times for confidential information, e.g., playbacks, scouting reports, etc.
- Interact in a positive manner with staff, students and parents and officials
- Promote good public relations by personal appearance, attitude and conversation
- Attend meetings and in-services as required
- Travel to and from games
- Report injuries to head coach or athletic trainer
- Teach proper techniques and fundamentals

Other Duties and Responsibilities:

- Assist with players to meet necessary requirements regarding insurance, physicals, emergency medical card, eligibility forms, and athletic waivers
- Record attendance at practices
- Serve as a role model for students
- Interact with Superintendent and/or Board of Education and present information as requested
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned by the Head Coach and/or athletic director

Qualifications:

- Bachelor's degree in education from an accredited college or university preferred
- Appropriate State of Ohio teaching certification/license preferred
- Coaches will obtain and maintain current certifications including but not limited to Pupil Activity Permit, CPR, SCA, Concussion, First Aid, Mental Health, and P.B.I.S. as required by the Ohio High School Athletic Association.
- Alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Ability to recognize and treat minor athletic injuries
- Knowledge of the specific sport
- Ability to teach specific sports techniques in a safe manner
- Annual hazardous materials training
- Annual bloodborne pathogens training

Equipment Operated:

- Computer/printer
- Motor vehicle
- Weight equipment
- Sport specific equipment

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids and tissue
- Occasional operation of a vehicle
- Occasional interaction among unruly children
- Occasional requirement to travel
- Frequent evening/weekend/summer work
- Occasional requirement to perform duties in inclement weather conditions, e.g., snow, rain, heat, cold, etc.

- Occasional requirement to operate school district vehicle

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

