

## **Bedford City School District**

### **Department of Athletics**

#### **JOB DESCRIPTION – HEAD SOFTBALL COACH**

##### **Head Coach General Criteria:**

The following general criteria will be used but not limited by in selecting a coach:

- 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 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.

##### **Baseball Specific Duties**

- Oversee, direct and manage an assistant coaching staff.
- Be involved with the coaches at the middle school level.
- 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 and practices.
- Ensure adequate and appropriate supervision in all locker room situations.
- Maintain an open line of communication with the athletic trainer.
- Create and stay within a detailed budget plan for each season.
- Review grades and progress reports of athletes in an effort to promote academic achievement.
- Keep detailed records (shared with the athletic department) of all inventory including uniforms and equipment.
- Maintain up to date and accurate rosters in Final Forms for Freshman, Junior Varsity and Varsity squads.
- Report all statistics and final scores to required media outlets. This includes posting game scores, pictures, and possible write-ups to the district's athletic website.
- Develop a detailed practice plan for each practice session emphasizing

appropriate and safe techniques, especially for pitchers.

- Coordinate with local indoor facilities for batting cage and throwing sessions when applicable.
- Conduct study tables and after school programming on late practice slot days.
- Promote and assist athletes with the college recruiting process including but not limited to creation of highlight clips on Hudl or other preferred system using recorded game film.
- Promote at least one charitable cause found in Bedford, Bedford Hts., Oakwood, and/or Walton Hills once a year for all athletes to participate in as a way of giving back to the local community.
- Develop off-season programs for strength training and conditioning.
- Create the Varsity/JV competition schedule.
- Evaluate field conditions and communicate concerns to the grounds crew immediately.
- Due to the excessive number of canceled and rescheduled games due to inclement weather, create an effective communication plan with athletes and families.
- Attend the OHSA seed meeting for the post-season tournament.
- Be visible in the youth program, elementary schools and middle schools.
- Coordinate end of season awards and attend all banquets.
- Communicate any and all concerns, issues or problems immediately to the athletic director.
- All other duties as assigned by the 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
  - Prior supervision of specific sporting program, budget, inventory and transportation preferred
- Basic skills in equipment repair and maintenance as applicable
- Skills in public speaking

**Equipment Operated:**

- Computer/printer/copier
- iPad
- Sport-specific equipment
- Weight equipment

**Additional Working Conditions:**

- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Occasional exposure to blood, bodily fluids and tissue
- Occasional interaction among unruly children
- Occasional travel
- Occasional weekend/evening work
- Occasionally lift, carry, push and pull various items up to a maximum of 50 pounds
- Frequent requirement to sit, stand, walk, talk, hear, see (including color vision), read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop

*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.*