

Bedford City School District

Department of Athletics

JOB DESCRIPTION – HEAD GIRLS TRACK & FIELD COACH (INDOOR)

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 Association of Track & Cross Country Coaches (OATCCC), 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.

Track & Field 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 meets and practices.
- Ensure adequate and appropriate supervision in all locker room situations.
- Maintain an open line of communication with the athletic trainer and team doctor.
- 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.
- Inventory all equipment.
- Maintain up to date and accurate rosters on Final Forms for all athletes
- Report all statistics and final scores to required media outlets and the athletic department
- Develop a detailed practice plan for each practice session emphasizing appropriate and safe techniques, especially for throws and pole vaulting.

- Conduct study tables and after school programming on late practice slot days.
- Promote and assist athletes with the college recruiting process.
- Develop off-season programs for strength training and conditioning.
- Create the non-conference competition schedule.
- Due to the excessive number of canceled and rescheduled meets due to inclement weather, create an effective communication plan with athletes and families.
- Maintain accurate and timely meet entries on Baumspage, Milesplit or the selected meet software.
- Be visible in both the youth (Bedford Sprint Masters) and the Heskett Middle School programs.
- 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
- Scoreboard
- iPad

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.

