

Elkhart Community Schools

Position Description

Position Title: Head High School Coach

Qualifications: **Required:** Demonstrated success in the development of athletic programs, as well as experience as a coach. Demonstrated, verifiable record of placing appropriate emphasis on good sportsmanship, academic excellence, and positive attitudes and character. Demonstrated ability to teach, enforce, advocate and model appropriate behavior, character traits, and educational values to students-athletes and community members. Ability to work well with students, staff, and community patrons. Ability to fulfill time requirements of the job. **Preferred:** Along with the above requirements, current Indiana Teaching Certification in any content area. Demonstrated leadership, organization, and communication skills.

Department: Athletic Department

Reports To: Athletic Director/Principal

Prepared By: Jacqueline Rost/Brian Buckley/Maggie Lozano

Approved By: W. Douglas Thorne

Date: 03/04/2019

SUMMARY: To provide opportunities for students to participate in a competitive program of high school athletics and to develop individual and team skills, attitudes of self-discipline, self-esteem, confidence and good sportsmanship. To provide necessary leadership and to plan, organize, and be to carry out the objectives of the total school athletic program. To build and sustain a successful program that is widely supported and respected. The coach is also responsible for feeder programs and is to be aware of and involved in the pre middle school athletic programs. The coach is expected to be a positive role model and provide effective communication with athletes, school administration, staff, students, parents and the community. The Head High School Coach works under the direct supervision of the Athletic Director(s) and the general supervision of the Site Principal.

ESSENTIAL DUTIES AND RESPONSIBILITIES (*Other duties may be assigned*)

1. Participate in the selection and assignment of assistant coaches (grades 7-12) and provide the appropriate administrator with information concerning the performance of the assigned responsibilities of athletic personnel.
2. Organize, delegate and participate in the corporation's feeder school program (grades 7-12).
3. Provide instruction for assistant coaches (grades 7-12), and team participants, in the development of skills necessary for achievement within the sport.
4. Plan and schedule activities of the athletic program and inform students and parents of the expectations held for participants, including scheduled practice sessions.
5. Work in cooperation with the Athletic Director(s) in scheduling interscholastic contests and in the employment of game officials.
6. Maintain inventories and make recommendations for purchases of equipment, supplies, and uniforms to the Athletic Department.
7. Prepare necessary reports and maintain necessary attendance forms, insurance records, and other paperwork as requested by the appropriate administrator.
8. Oversee the maintenance of safety conditions in the areas where athletics is conducted at all times.
9. Select team members and establish performance criteria for participant eligibility in athletic competition.
10. Work with the Athletic Department to assure players have valid parental and medical forms prior to the first practice session, and thereafter, assure players are provided with necessary physical conditioning activities before competitive participation. Adhere to a highly-efficient and technically-sound program of injury prevention and follow-up with those that suffered an injury.
11. Implement procedures for maintaining athletic discipline and sportsmanship by establishing standards of conduct and seeing that penalties are provided for the breach of such standards by individual students.
12. Provide evaluation information regarding the high school's athletic program and make recommendations for its improvement to the Athletic Department.
13. Work closely with the Athletic Department in implementing the awards policy.
14. Work closely with the Athletic Department and other school and community organizations in building support for the team and in fostering school spirit.
15. Develop a consistent and positive public communications procedure through the school and media to inform the parents and the general public about the athletic program.
16. Assist student athletes in acquiring scholarships and grants, upon the conclusion of their high school athletic careers.
17. Support the total academic, athletic, and extra-curricular programs of the high school.

18. Adhere to the constitution and by-laws of the Athletic Conference and support the “spirit and letter” of the rules of the Indiana High School Athletic Association. Maintain competency in rules, rule interpretations, meet procedures, coaching techniques, and general information about all aspects of the sport.
19. Promote feeder programs, offering skills workshops to feeder program coaches.
20. Perform other job-related duties in an efficient and effective manner. The Head Coach may have other responsibilities assigned by the Athletic Department.

Evaluation: Evaluated by the Athletic Department approved and Principal or designee.

Supervisory Responsibilities: Supervises assistant coaches and students in the athletic program.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Required: Demonstrated success in the development of athletic programs, as well as experience as a coach. Demonstrated, verifiable record of placing appropriate emphasis on good sportsmanship, academic excellence, and positive attitudes and character. Demonstrated ability to teach, enforce, advocate and model appropriate behavior, character traits, and educational values to students-athletes and community members. Ability to work well with students, staff, and community patrons. Ability to fulfill time requirements of the job. **Preferred:** Along with the above requirements, current Indiana High School Teacher Certification in any content area. Demonstrated leadership, organization, and communication skills.

Language Skills: Ability to read and interpret documents such as safety rules and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students or employees of the district.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Other Skills and Abilities: Ability to exhibit qualities of leadership and organizational skills and to and reflect a spirit of cooperation in working with staff and school administration. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and IHSAA policies.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, stand, sit, run, bend or twist at the trunk, squat, stoop, kneel, reach above the head, reach forward and repeat the same motion many times. The employee must occasionally lift and/or move up to 20 pounds.

The specific vision requirements of the job include good depth perception and occasionally being able to see objects/persons at a distance. While performing the duties of the job, the employee frequently is required to hear conversation in a quiet, as well as a noisy, environment, and be able to tell where a sound is coming from. The employee must be able to communicate to the team in order to give directions.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will continuously work inside or outside depending on the sporting event. Occasionally the employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety, well-being and work output of others. The noise level in the environment is usually moderate to loud.

The information contained in this job description is for compliance with the American 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.