

Job Description

Position: Cross Country, Head Coach 2025-2026

Compensation: Head Coach Stipend per CBA

Description:

The candidate is responsible for all aspects of Cross Country and demonstrates the ability to build and grow the program in collaboration with the Athletic Director and assistant coaches. Candidates should possess passion and desire, and be knowledgeable about coaching Cross Country. Additionally, they should have strong organizational skills and outstanding communication abilities. Previous coaching experience is preferred but not required. Candidates must hold a Professional Educator License through ISBE as a teacher, administrator, or school service personnel, a Substitute Teaching Certificate, or have completed the IESA-approved coach's education program. Additionally, candidates must complete first aid, CPR/AED, and IESA Concussion training certification within the first year of hire.

General Head Coach Expectations:

- Participate in coaching clinics and other professional development activities when available.
- Attend and participate in the mandatory preseason parent meeting and end-of-year awards banquet.
- Be responsible for mentoring and collaborating with assistant coaches when appropriate.
- Collaborating with the Maintenance Department and the athletic director on facility needs
 - Inspect home facilities before use, ensure general cleanliness after use, and set up sport-specific needs for home games
- Maintain flexibility with practice schedules and be available for five weekly practices, including Fridays.
- Hold at least four open gym times before the season starts
- Hold a summer camp (additional pay)
- Practice until 5:00 PM before the first game and at least until 4:30 during the conference season
- Report JV and Varsity scores to the Athletic Director.
- Attend all required conference and school athletic meetings.
- Collaborate with classroom teachers and the athletic director to uphold a strong academic culture.
- Supervise locker rooms, buses, and all other locations before and after games.
- Communicate daily with parents, families, and athletes regarding schedules and other team information.
- Have a communication plan for engaging families and implement a digital communication tool.
- Inform parents and the athletic director of all academic and disciplinary issues.
- Distribute, collect, and inventory all equipment and uniforms.
- Be able to drive the district athletic bus.
- Perform other related duties as assigned.
- Support the SNAP! Raise fundraising campaign

Sport/Activity Specific Head Coach Expectations:

Special Notes for Applicant

- Dates: Fall Based on the IESA and West Suburban Middle School Conference Sport/Activity Calendar
- Position is contingent on student participation & if there are not enough participants, the season can be suspended with no compensation.