

Head Coach Job Description

Purpose Statement

The job of Head Coach is done for the purpose(s) of designing and implementing the athletic program for the assigned sport at the secondary school level in accordance with applicable rules and regulations; providing supervision of other coaching personnel; providing supervision of students during all aspects of the program; using sound instructional techniques in overseeing program activities; serving as a positive role model to student athletes; and serving in a liaison capacity for the school and program with other schools both within and/or outside the district, to the community, and to various organizations. Individuals in this job classification are assigned to a position for a specific sport at the varsity level and oversee the respective athletic program for the junior varsity and/or freshman level.

This job reports to Athletic Director and Building Principal.

Essential Functions

- Analyzes opposition's strategies for game/event prior to and/or during athletic events as appropriate for the purpose of assessing the opposition's strengths and weaknesses for developing game plan/approach.
- Assesses student athletes for the purpose of providing feedback to students on their individual performance and/or determining team placement.
- Attend a variety of meetings, workshops, conferences, etc. for the purpose of receiving and conveying information related to their role.
- Conducts a variety of supporting activities (e.g. parent orientations, recognition events, banquets, etc.) for the purpose of providing information regarding the program and/or recognizing participants' accomplishments.
- Develops game strategies/plans for the purpose of preparing the team and individual student athletics for the competition.
- Develops team and individual practice regimes for student athletes (e.g. strength, speed, agility, nutritional, injury prevention, etc.) for the purpose of enhancing and improving their performance.
- Evaluates facility and playing field for potential hazards, inadequate equipment, etc. for the purpose of implementing and/or assisting in making modifications or recommendations that would reduce the risk of injury.
- Guides other coaching personnel as may be appropriate in instructional techniques, organization of practices, supervision guidelines and responsibilities, etc. for the purpose of providing guidance and mentoring.
- Identifies appropriate uses of program funding (e.g. school budget, booster clubs, athletic clubs, tax credit account, etc.) for the purpose of addressing program needs in compliance with state and district policies and practices.
- Identifies program needs for the purpose of providing recommendations of expenditures for activities, equipment, supplies, etc. that will enhance the assigned athletic program.
- Implements practice schedules and related events (e.g. usage of facilities and equipment, staff assignments, etc.) for the purpose of ensuring efficient program operation.
- Instructs student athletes for the purpose of promoting individual growth in athletic skills, teamwork.
- Maintains a variety of records (e.g. game/student athlete statistics, insurance, signed permission forms, emergency information, schedules, equipment inventories, etc.) for the purpose of complying with district, athletic conference, state requirements, and/or report scores and strategies to local news media.
- Makes coaching assignments for the purpose of matching the skills and experience of coaches with program needs.
- Manages overall high school athletic program within the area of assigned responsibility for the purpose of ensuring continuity of the program between all levels and providing a central focus for program accountability.
- Monitors student athletes' academic eligibility for the purpose of both complying with WHSAA requirements as well as providing appropriate intervention (e.g. counseling, tutoring, etc.) to students identified as needing assistance to maintain their athletic eligibility.

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- Oversees assistant coaches, student managers, volunteers, etc. for the purpose of providing direction and monitoring activities. Performs a variety of personnel related functions (e.g. interviewing, assessing, recommending, etc.) for the purpose of addressing staff position needs.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Promotes athletic program through a variety of activities (e.g. conducts off-season clinics, information on skill-camps, attends community meetings, etc.) for the purpose of increasing interest and participation.
- Responds to inquiries of students, parents, other school personnel, media representatives, college representatives, etc. for the purpose of providing information, assistance and/or direction.
- Serves as the liaison for their athletic program at a variety of functions (tournaments, workshops, etc.) for the purpose of representing the district at those functions.
- Supervises student athletes during all areas of participation (e.g. competition, travel, meetings, practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal risk of injury to the participants.
- Supports students during the college recruiting process for the purpose of assisting them in achieving their college objectives.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; administering first aid; applying pertinent laws, codes, policies, and/or regulations; coordinating activities with other schools, districts and/or agencies; organizing and communicating information and concepts; and overseeing financial transactions..

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: community support organizations and public relations; equipment used in activity/program; injury prevention and appropriate treatment protocols; pertinent laws, codes, policies, and/or regulations; participant eligibility, attendance and discipline guidelines; public relations protocols; relevant professional standards and practices; and safety practices and procedures.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with persons of varied educational and cultural backgrounds; dealing with frequent interruptions; exhibiting strong leadership; maintaining confidentiality; meeting deadlines and schedules; modeling sportsmanship and enforcing sportsmanlike behavior among students; motivating participating student athletes; providing a firm, fair, and consistent discipline approach, providing leadership, direction, and team building; traveling to off campus, athletic events; traveling to off campus competitions; and working extended hours that may include evenings and/or weekends.

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Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; directing the use of budgeted funds within a work unit, utilization of resources from other work units is often required to perform the job functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 40% walking, and 50% standing. This job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience is desired.

Education: Minimum of a high school diploma or equivalent.

Certificates and Licenses: Coaching Certificate/Permit

Continuing Education/Training: Required annual Training

Clearances: Criminal Justice Fingerprint/Background Clearance

FLSA STATUS: Exempt