

# SPRING HILL SCHOOL DISTRICT



## Supplemental

<b>Title</b>	<b>Head Track Coach</b>
<b>Purpose</b>	The Head Track Coach promotes an appreciation of physical fitness, teamwork, and sportsmanship. The Head Track Coach provides leadership and supervision for team and individual sports, and works closely with the other staff and administration of USD 230.
<b>Supervision</b>	Activities Director and Principal
<b>Payment Rate</b>	As per the USD 230 Master Agreement
<b>Required Qualifications</b>	<ul style="list-style-type: none"> <li>• High school diploma or equivalent.</li> <li>• Bachelor's degree from an accredited college/university.</li> <li>• Current Kansas State Teaching Certificate on file in the Central Office.</li> <li>• Health and Inoculation Certificate on file in the Central Office.</li> <li>• Have a valid driver's license, be able to drive, and qualify under the district's insurance carrier when driving a district vehicle.</li> <li>• Desire to continue professional growth</li> </ul>
<b>Physical Requirements &amp; Conditions</b>	<ul style="list-style-type: none"> <li>• Requires prolonged sitting or standing.</li> <li>• Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.</li> <li>• Occasional stooping, bending, and reaching.</li> <li>• Requires some travel.</li> <li>• Must work indoors and outdoors year-round.</li> <li>• Must work in noisy and crowded environments.</li> </ul>
<b>General Responsibilities</b>	<ul style="list-style-type: none"> <li>• Coordinate and supervise the Track program and team.</li> <li>• Promote an appreciation of physical fitness, teamwork, and sportsmanship.</li> <li>• Design a training program and meet program.</li> <li>• Organize and supervise the coaching staff to assure that the program is properly implemented.</li> <li>• Ensure that all athletic activities conform to KSHSAA guidelines.</li> <li>• Communicate effectively with all members of the school district and community.</li> <li>• Work effectively with booster clubs and other community organizations.</li> <li>• React to change productively and handle other tasks as assigned.</li> <li>• Support the value of an education.</li> <li>• Support the philosophy and vision of USD 230.</li> </ul>
<b>Essential Functions</b>	<ul style="list-style-type: none"> <li>• Coordinate and supervise the High School Track program and team.</li> <li>• Help students achieve gains in athletic skill and team performance.</li> <li>• Design a training program and meet program.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Organize and supervise the coaching staff to assure that the program is properly implemented.</li> <li>• Train assistant coaches in techniques, skills, philosophy, rules, and strategies.</li> <li>• Call meetings with coaching staff periodically and consistently throughout the sports season.</li> <li>• Responsible for assisting the Activities Director with scheduling of the following: <ul style="list-style-type: none"> <li>◦ a. meet schedules</li> <li>◦ b. practice schedules</li> <li>◦ c. transportation</li> <li>◦ e. meal arrangements</li> </ul> </li> <li>• Attend Kansas State High School Activities Association (KSHSAA) rules meetings, and adhere to rules and regulations of KSHSAA and the Frontier League.</li> <li>• Develop team rules, communicate them to the players and their parents, and equitably enforce them.</li> <li>• Maintain good public relations for the Track program including: <ul style="list-style-type: none"> <li>◦ a. Develop programs and brochures.</li> <li>◦ b. Present programs to community groups such as Booster Club.</li> <li>◦ c. Notify media of sporting events, scores, news items, before and after meets or events.</li> </ul> </li> <li>• Ensure that student athletes meet eligibility rules.</li> <li>• Ensure that physical evaluation forms and permission forms are properly completed and filed in the Activity Director's office.</li> <li>• Ensure that student athletes adhere to training rules, lettering policies, grade requirements, and rules of behavior.</li> <li>• Ensure the continual supervision of student athletes on the court, in conditioning, and in locker and shower rooms.</li> <li>• Ensure that health and safety precautions are observed during all activities.</li> <li>• Immediately report all major injuries incurred during practice sessions or competition to the Activities Director and Principal.</li> <li>• Ensure proper purchasing, inventory, and care of equipment.</li> <li>• Submit a complete team roster to the Activities Director ten days prior to the first contest. The following items should be included: player's name, year in school,</li> <li>• height, weight, and uniform number, where applicable.</li> <li>• Submit a written report of team records to the activities director at the close of each season.</li> <li>• Present a letter of recognition (emblem) to all athletes who meet the</li> </ul>

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	<p>necessary requirements.</p> <ul style="list-style-type: none"> <li>● See that district policies are observed during all activities.</li> <li>● Keep abreast of new information, innovative ideas and techniques.</li> <li>● Obtain advance approval of the Activities Director and Principal for all activities and expenditures.</li> <li>● Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.</li> <li>● Other duties as assigned by the Activities Director, Principal, or other Administrative Staff.</li> </ul>

6/12/22