

HEAD COACH JOB DESCRIPTION

General Expectations

1. Coaches/Advisors are expected to conduct a program that fosters the achievement of the high goals of good sportsmanship, skills, high ethical standards, and those attitudes, which lead to life-long habits.
2. The physical and mental well being of the participants must be uppermost in the minds of the coaches/advisors.
3. Coaches/Advisors must promote an atmosphere of humility in victory and grace in defeat.
4. The success of a program will not be judged on the won-lost record or achievements, but on the advancement of the participants as they progress through a season/activity.
5. A coach/advisor shall require compliance with the rules.
6. No coach/advisor shall induce or encourage a student to abandon one activity in favor of another offered at the same time nor shall they discourage a student from participating in another activity in another season.
7. The Co-Curricular Code shall be rigorously and consistently enforced by all coaches/advisors, and violations shall not be condoned in any way.
8. Coaches/advisors shall promote good sportsmanship by spectators at co-curricular events

1. Athletic Director

a) General

1. Report to the Superintendent in the general supervision of the total co-curricular program for students in the middle and high school.
2. Prepare and maintain the co-curricular budget and equipment inventory.
3. Assist with the process of hiring and evaluation of coaches and activity advisors.
4. Prepare and maintain co-curricular department policies and procedures.
5. Make recommendations for the maintenance of existing facilities and development of new facilities as possible.

b) Specific

1. Prepare athletic schedules and interscholastic contest contracts.
2. Prepare transportation schedules with help of coaches as needed for each season or activity.
3. Make preparations and arrangements for spectator seating, movement and control of crowds including provisions for police

4. assistance when deemed necessary, and employment of personnel necessary for contest management including contest officials.
5. Establish ticket and admission procedures in conjunction with established school and conference policies.
6. Prepare and maintain eligibility records, physical exam records, squad and activity rosters, awards records, and records pertaining to individual and team performance.
7. Supervise or assign supervision of home interscholastic contests.
8. Assign equipment storage areas.
9. Coordinate the use of facilities for practice and contests with Administration.
10. Coordinate the activities of the coaches to provide consistency in the enforcement of the school's Athletic Code.
11. Attend the meetings of the athletic conference and WIAA as approved by administration. If views to be presented at meetings will be received as representative of the District, then those views will receive Administration review prior to being presented.
12. Conduct a coaches meeting one week prior and within two weeks following the season to go over expectations and conduct inventory and evaluation.
13. Notify coaches and athletes of academic and athletic code Ineligibilities.

2. Head Coach/Advisor

a) General

1. Possesses the ability to: Communicate with others; motivate staff and students; provide the initiative for program development; make decisions related to program operation; demonstrate interest in and aptitude for performing the responsibilities of the position.
2. Working relationships: Reports to Principal, Athletic Director; supervises other coaching/advising personnel of identified sport/activity; consults with the Athletic Director; responsible for student participants; evaluation by Athletic Director.
3. Basic function: To provide a program that operates within the educational philosophy of the District, to instruct participating students in the skills of each activity, to encourage an appreciation for the values of discipline and sportsmanship, and increase self-esteem.

b) Specific Responsibilities

1. Instruct individuals in the fundamentals and skills of the activity that are necessary for achievement in the specific sport/activity.
2. Organize the program in a manner which best utilizes the skills of the staff.

3. Be knowledgeable in the areas of health and safety and to stay current by participating in appropriate classes, clinics, and workshops.
4. Plan and schedule a regular program of practice during the season and those optional activities during the off-season that may include information on summertime activities.
5. Communicate with students, staff, parents, community, and the media in a manner conducive to the program.
6. Work closely with the Athletic Director in scheduling contests/programs.
7. Develop a set of guidelines or rules to be given to the participants and the parents before the start of the first practice. Example: Individual and Team Expectations as they pertain to practice and letter requirements.
8. Exhibit knowledge and skills of the specific activity that demonstrates
9. Enforce sportsmanship behavior consistently and implements the guidelines for discipline as outlined in District Policy and the Athletic Code.
10. Recommend purchase of equipment, supplies, and uniforms as requested.
11. Support other school activities.
12. Maintain and complete participation forms, insurance forms, inventory records and similar paperwork as required.
13. Maintain the safety conditions of the facility or area when the student participants are present.
14. Coordinate each level of the specific co-curricular program.
15. Fundraising activities require the approval of the Principal and money is to be accounted for through the appropriate District Activities Account.
16. Make a current copy of the lettering policy is on file with the Athletic Director.
17. Have one coach remain in the building following a contest until athletes and managers have left.
18. Provide input on evaluation of assistant coach.
19. For any team purchase, money collected will be handled through the district business office.
20. Coaches are required to notify the Athletic Director or Principal in the event they will not be in attendance at a practice or game. Failure to do so will result in disciplinary action.

3. Assistant Coach/Advisor

a) General

1. Possesses the ability to: Communicate with others; motivate staff and students; provide the initiative for program development; make decisions related to program operation; demonstrate interest in and aptitude for the responsibilities of the position.

2. Working relationships: Reports to the Head Coach/Advisor and the Athletic Director; evaluation by the AD.

b) Special Responsibilities

1. Work under the direction of the Head Coach/Advisor in implementing the plan for, and teaching the skills of the particular sport/activity.
2. Become more knowledgeable in the areas of health and safety by participating in appropriate classes, clinics, and workshops.
3. Strive to know each participant as an individual.
4. Work to achieve the objectives of the District as outlined in administrative regulations, Student Athletic Code, and annual goals for the District.
5. Make a persistent and conscious effort to keep current as to the appropriate coaching/advising methodologies, and to implement these techniques with sport participants.
6. Assist the Head Coach/Advisor with the inventory, issuing and collection of equipment.
7. Assist the Head Coach/Advisor with the collection of required District paperwork.
8. Carry out all duties and responsibilities as determined by the Head Coach/Advisor.
9. Enforce sportsmanship behavior consistently and implement the guidelines for discipline as outlined in District Policy and the Athletic Code
10. Coaches are required to notify the Athletic Director or Principal in the event they will not be in attendance at a practice or game. Failure to do so will result in disciplinary action.

E. End of Season Obligations

1. Each coach/advisor is responsible for keeping team record and scores.
2. A list of letter winners and participants will be kept on file in the Athletic Directors Office. It is the coaches' responsibility to turn these in at the announced time.
3. Complete and turn in to the Athletic Director end of season/activity forms.
4. Attend each post season/activity banquets.
5. Turn in keys to Athletic director.
6. Turn in end of season summary and statistics.
7. Complete WIAA Officials evaluation form.
8. Complete a requisition request for supplies for the next season.
9. Complete an inventory of issued equipment and uniforms.

Approved: 06/14/2004