



Book	Job Descriptions
Section	Job Descriptions
Title	HEAD COACH
Code	
Status	Active
Adopted	September 8, 2021
Last Revised	July 12, 2023

HEAD COACH

Job Title: Head Coach

Reports to: Activities Director

Qualifications:

- A. B.A. or B.S. degree with teaching certificate preferred.
- B. Previous head coaching experience is desirable.
- C. Experience working with children.
- D. Possess the ability to: Communicate with others; motivate staff and students to provide the initiative for program development; make decisions related to program operation; demonstrate an interest in and aptitude for performing the responsibilities of the position.

Terms of Employment: Twelve (12) months

Basic Functions:

- A. To provide a program that operates within the educational philosophy of the School District, to instruct all participating students in the skills of each activity, to encourage an appreciation for all values of discipline and sportsmanship, and increase the level of self-esteem.
- B. To instruct individuals in the fundamentals and skills of the activity which are necessary for achievement in the specific sport.
- C. To organize the program in a manner that best utilizes the skills of the staff.
- D. To be knowledgeable in the areas of health and safety and to stay current by participating in appropriate classes, clinics and workshops.
- E. To plan and schedule a regular program of practice during the season.
- F. To plan, schedule and oversee optional activities during the off-season to include coaching contact days, league play, and weight training/conditioning sessions.

- G. To communicate with students, staff, parents, community, and the media in a manner appropriate and conducive to the total program.
- H. To make recommendations to the Activities Director for purposes of scheduling non-conference contests as needed or appropriate.
- I. To conduct a coach/athlete/parent meeting before the first scheduled competition. Agenda items to include: practice and competition schedules, attendance requirements, team and conference award criteria and procedures, lettering requirements, athlete and parent behavioral expectations, and a review of parent-to-coach communication expectations. Coaches will contact any parents who are absent to make up the meeting in person or via phone call.
- J. To exhibit knowledge and skills of the specific activity which demonstrates competence in the sport. (i.e., the WIAA coaches test.)
- K. To enforce sportsmanship behavior at all times and implement the guidelines for discipline as provided by the District Discipline Policy.
- L. To enforce sportsmanship behavior at all times and implement the guidelines for discipline as provided by the District Discipline Policy.
- M. To recommend the purchase of equipment, supplies, and uniforms as requested.
- N. To support all other school activities.

General Performance Responsibilities:

- A. To maintain and complete all necessary attendance, insurance forms, and inventory records and similar paperwork as required.
- B. To maintain the safety conditions of the facility or area at all times when the student participants are present.
- C. To coordinate all levels of the specific sports program, a head coach should meet with middle school and booster level coaches to establish a philosophy of the program.
- D. To evaluate all assistant-level high school coaches.
- E. Provide input to the Principal and Activities Director for middle school evaluations
- F. Terms of employment: Length of the season as identified on the individual letter of assignment; planning outside of the season, pre-season organization activities are to be arranged through the Activities Director; salary will be determined by the Board of Education; extra season tournament duties include those play-offs, tournaments, or unexpected events which may extend the regular season.
- G. Compile statistics for all contests as may be appropriate. The summary should include wins and losses, number of participants, and outstanding accomplishments.
- H. Compile and submit a list of athletes who successfully completed the sport season. Determine which athletes are awards winners and the specific awards to be given.
- I. Collect, inventory, and arrange to clean and repair all equipment. Assess the necessary fines and file a list with the school secretary.
- J. Store all equipment in the areas assigned by the Activities Director.
- K. Compile and submit to the Activities Director initial equipment needs list.
- L. Assist, participate and attend awards programs as deemed appropriate.
- M. To uphold the highest ethical standards by acting with honesty and fairness at all times. Does not act in any way that undermines the integrity of the game or the spirit of fair play by excessively arguing/questioning the calls of officials.
- N. To be a role model for the athletes by demonstrating integrity, self-discipline, and good sportsmanship as well as communicating those same expectations for all athletes.

Other Assigned Responsibilities: As assigned by the Principal.

Evaluation: The coach will be evaluated by the Principal annually.