

# Oxford SCHOOL DISTRICT



<b>Job Description:</b>	7/8 Grade Head Softball Coach	<b>FLSA Status:</b>	TBD
<b>Department:</b>	Athletic	<b>Code:</b>	
<b>Location:</b>	Oxford School District	<b>Reports to:</b>	Athletic Director
<b>Position Type:</b>	Full-time or Paraprofessional	<b>Version:</b>	

**Description of Position:** The Head Coach is responsible for helping each participating student achieve a high level of skill, an appreciation for the values of discipline and sportsmanship, and an increased level of self-esteem. Position is responsible for coaching student athletes in game strategies and techniques to prepare them for athletic competition. Position motivates student athletes to develop an appreciation of the sport.

### Essential Duties and Responsibilities

Such duties and responsibilities as may be assigned, including but not limited to:

- Follows and maintains knowledge of all District policy (ies) and procedures.
- Assists instruction and demonstrates skill sets and techniques necessary for individual and team achievement in the selected sport.
- Develops a regular practice schedule and organizes practice time to provide both individual and team development.
- Works with the Athletic Director in scheduling facilities for practices and competition.
- Assigns duties to an assistant coach as necessary.
- Travels with student athletes on the team bus both to and from games.
- Adheres to all financial policies of the District in regard to the collection and disbursement of money, expenses, and receipts.
- Maintains eligibility forms, emergency data cads, insurance records, equipment inventory and other related required records and completes required paperwork in a specified time and manner.
- Establishes and maintains standards of student behavior and provides proper supervision of athletes at all times. Enforces discipline policies and emphasizes sportsmanship and healthy lifestyles.
- Checks and secures all office, storage room, outside doors, locker rooms and all lights after last player leaves after games and practices.
- Monitors the academic performance of team members to ensure that eligibility requirements are met; and encourages student athletes to maintain a high academic standard.
- Ensures the appropriate rules and regulations regarding the conduct and eligibility of athletic activities and athletes are explained and followed.
- Maintains a safe environment and facilities for student athletes at all times.
- Ensures that medical and safety requirements are followed.
- Completes and maintains appropriate certification and training hours as required, including all MHSAA requirements.
- Assesses player's skills and assigns team positions.
- Participates in special activities to include parent's night, banquets, award nights, and pep assemblies.
- Attends work regularly and is punctual.

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- Performs any other related duties as assigned by the Principal & Athletic Director or other appropriate administrator.

**Qualifications and Education Requirements**

- Employees contracted with Oxford School District in a non-exempt position are not permitted to apply.
- High School Education or equivalent. Certified Teacher preferred.
- Interpersonal Skills: works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control.
- Reasoning Ability: Ability to define problems, collects data, establish facts and draw valid conclusions.
- Computer Skills: General knowledge of computer usage and ability to use e-mail, Internet software and word processing software.
- Certificates, Licenses, Registrations; Certificates as determined by the District and MHSAA. Ability to obtain a valid CPR/First Aid Card, MS Drivers Licenses and coaching certificate through the National Federation of High Schools.

Reviewed By:		Date:	
Approved By:	Mike Martin	Date:	4/3/19
Last Updated By:		Date/Time:	

**Employee Statement of Understanding**

I have read and understand the job description for my position. I am able to perform all the essential functions of this position. I agree to comply with the Oxford School District policies and all laws, rules, regulations, and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the laws or the standards to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the Oxford School District. All employees are to adhere to the values and ethical standards of the Mississippi Educator Code of Ethics.

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(Signature)

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(Date)

Oxford School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, sex, age disability or veteran status in its programs and activities.