

Berkeley County School District

**JOB DESCRIPTION**

**TITLE:** (Varsity) Head Coach

**FLSA:** Receives pay supplement and additional contract days as assigned

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**GENERAL SUMMARY**

Under general supervision assists in ensuring that the district **Vision, Mission and Goals** are achieved and produces and maintains a Varsity and sub-varsity sports program that is educationally sound, athletically productive, and creates a positive learning experience for students. Reports to the school's Athletic Director and Principal (or his or her designee).

**ESSENTIAL FUNCTIONS**

Builds and maintains a productive Varsity and sub-varsity sports program. Provides and ensures the maintenance of adequate and safe areas of play; ensures that all participants undergo thorough conditioning and proper education on the fundamentals of the sport;

Responsible for the health and safety of student athletes; ensures that proper safety and first aid procedures are followed at all times; follows all appropriate emergency procedures; makes sure that all participants have a valid physical examination before participation; follows up on all injuries by calling parents, visiting at the emergency room/hospital, etc;

Promotes and maintains positive relationships with parents and student athletes; conducts parent meetings prior to the beginning of the season; provides parents with his/her coaching philosophy and expectations, discusses "lettering" policy, insurance information, and warns of inherent risks of injury, etc.;

Ensures appropriate behavior of assigned coaching staff, players, and other team personnel at all times;

Ensures effective practice organization; the expectation is that all coaches will have a written daily practice plan and a master practice plan;

Oversees the distribution and return of athletic equipment; all equipment must be accounted for before an athlete is eligible for a "letter" award or for further participation in athletic activities; follows up on all delinquent equipment or uniforms owed to the school or District; ensures the inventory and proper storage of equipment and uniforms at the end of the season;

Reports scores and results after each contest to the media as necessary; and

Perform other related duties as required.

**JOB SPECIFICATIONS**

**Education and Experience:**

Job requires a Bachelor's degree or higher with 5 years of coaching experience preferred; valid teacher certification preferred. BCSD teaching assignment required preferred.

**Knowledge:**

Job requires knowledge of the policies, procedures and activities of the school district which pertain to the specific duties and responsibilities of the position; thorough knowledge and understanding of the fundamentals of the sport and of district athletic and extracurricular programs; knowledge of the records, forms and reports which must be prepared and maintained; knowledge of proper maintenance of equipment, materials and supplies used in daily activities for athletic and extracurricular programs.

**Skills/Effort:**

Job requires ability to provide instruction to others through explanation, demonstration and/or supervised practice; ability to plan and manage sports programs; possesses skill and ability in organizing, planning, and coordinating the activities of groups toward identified objectives; ability to prepare detailed reports and schedules as required; ability to communicate effectively with parents, students, teachers, district administrators, and other persons of varied backgrounds; ability to operate general office equipment in the performance of daily activities.

**Working Conditions:**

Working conditions are in both office and outdoor environments with exposure to various environmental conditions; requires ability to work under a degree of stress related to duties that require constant attention to detail; physical demands may require the lifting or moving of items weighing up to 35 pounds; occasional local or out-of-state travel is required; some overnight travel may be required; and job requires the operation of standard office equipment. Berkeley County School District is a smoke free district.

**Responsibility:**

Responsible for supervising assigned coaching staff and student athletes.

**DISCLAIMER STATEMENT**

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

**SIGNATURES:**

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_