



## Job Description

**Job Title:** High School Head Coach  
**Department:** Athletic Department  
**Reports To:** Activities Director  
**FLSA Status:** Exempt

### **General Statement of Duties**

The fundamental reason this classification exists is to facilitate and coordinate a specific athletic program at all levels. The head coach is responsible for teaching sportsmanship, cooperation, work ethics, and responsibility to athletes. The head coach is also responsible for supervising, performing, and ensuring completion of all coaching assignments.

### **Essential Duties and Responsibilities**

- Strive to achieve the district's mission, instructional goals, and objectives.
- Work in collaboration with the Activities Director in developing and directing a comprehensive program of athletics at all K-12 levels. Consult with Activities Director in the organization and operation of program. Collaborate with Activities Director while developing sport schedule.
- Responsibilities include assisting the Activities Director in the interviewing, hiring, and training of program personnel; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Work in collaboration with assistant coaches to prioritize and assign tasks accordingly. Ensure time is used efficiently. Responsible for the supervision of assistant coaches.
- Encourage students and coaches to set and maintain standards of appropriate behavior. Responsible for behavior of athletes and assistant coaches.
- Prepare and submit practice schedules to the Activities Director.
- Work in collaboration with Activities Director to organize and host a pre-season parents' meeting.
- Provide training rules and regulations to each student participant. Teach sport techniques, playing rules, strategies and playing tactics.
- Supervise student managers.
- Work in collaboration with the Activities Director to administer the sport budget throughout the fiscal year. Evaluate financial status.
- Compile a statement of recommended purchases and repairs such as, but not limited to: equipment, supplies, uniforms, and maintenance requirements,
- Develop, coordinate, and conduct in-service for coaching staff. Provide material such as, but not limited to: formations, terminology, drills, scouting, and organization of practices. Provide consistent training and supervision of coaching staff.
- Develop and maintain positive working relationships with community agencies and the press.

- Submit an end-of-year report within two weeks after completion of activity.
- Assist the Activities Director in the administration of the athletic insurance program.
- Ensure compliance with South Dakota High School Activities Association (SDHSAA) rules and regulations.
- Compile and submit an eligibility list of players to the Activities Director at the beginning of the season.
- Coordinate travel arrangements such as, but not limited to: notification of departure time, notification to principal of substitutes, submission of a travel list of players, and secure team transportation and travel expenses.
- Responsible for the issuing, care, and storage of athletic equipment and uniforms. Ensure all uniforms are marked with permanent identification. Manage uniforms, equipment, and school facilities in a responsible manner. Collect equipment, uniforms, and supplies at seasons end.
- Attend additional sporting events as required and appropriate.
- Develop and administer policies regarding athletic awards. Compile and submit an athletic award list to the Activities Director,
- Compile and submit roster for game programs to the Activities Director.
- Ensure a safe environment for students and staff.
- Responsible for the condition of the locker rooms. Ensure locker rooms are left in good condition.
- Ensure student athletes receive proper physical examination and that parent permission forms have been signed before issuing any equipment and/or uniforms.
- Provide weight room supervision.
- Condition athletes appropriately for activities requiring endurance, strength, and agility.
- Supervise and conduct practices and contests safely. Supervise locker rooms and buses. Respond to player injuries with approved first aid techniques.
- Attend meetings, training, and seminars as deemed appropriate and necessary by the district.
- Compose, type, and maintain routine correspondence, reports, assessments, and various other materials and projects. Submit reports and documents as deemed necessary.
- Work directly with highly sensitive student information. Maintain confidentiality of work related information.
- Perform duties in compliance with safety standards established by the district.
- Due to the nature of the duties and to promote the efficient operations of the district, it is necessary for the employee to work the assigned and scheduled shifts.
- Perform other duties as deemed appropriate and necessary.

### **Minimum Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **Education and Experience**

- Bachelor's degree in education preferred.
- Coaching experience preferred.

### **Skills and Abilities**

- Ability to work well with students, public entities, educational professionals, etc.
- Work under pressure to meet tight time schedules and deadlines, and handle significant problems and tasks, which come up simultaneously or unexpectedly.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of students or employees of the organization.
- Ability to use basic math skills.
- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, verbal, diagram, or schedule form.
- Ability to define problems, collect data, establish facts, and draw valid conclusions, etc.

### **Certificates, Licenses, Examinations**

- Evidence that a Coaching Principles course (or equivalent) and Sports First Aid course (or equivalent) have been completed.
- Attendance at a SDHSAA rules meeting and successful completion of open book test in sport being coached as administered at meeting.
- Evidence that a criminal record history check and required physical examination have been conducted in accordance with South Dakota Codified Law.
- Successful completion of written tests and/or verbal interviews.
- Other such examinations as deemed necessary by district.

### **Physical Demands and Environmental Conditions**

The physical demands and environmental conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job:

- The employee is regularly required to communicate.
- The employee is frequently required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 40 pounds.

- The employee is subject to extended working hours outside of the "regular" workday, week, and calendar year.
- The employee is subject to possible exposure to communicable and blood-borne diseases.
- The noise level in the work environment varies.

**Performance Evaluation**

Performance of this position will be evaluated by the supervisor in accordance with the provisions of the applicable Meade School District Negotiated Agreement.

**Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.**