

CARLISLE COMMUNITY SCHOOL DISTRICT JOB DESCRIPTION

JOB TITLE

Athletic Coach

REPORTS TO

Activities Director/ Head Coach

QUALIFICATIONS

- Valid Iowa Coaching Authorization
- Knowledge of technical aspects of the assigned sport
- Willingness to continue to learn and examine new ideas
- Coaching experience in the assigned sport (preferred)
- Mandatory Reporter certification

ESSENTIAL FUNCTIONS (all coaches)

- Exhibits thorough knowledge of all school, conference and Iowa Athletic Union policies
- Maintains discipline and works to increase morale and cooperation within the athletic program and school community
- Observes students during practice to detect and correct mistakes
- Responsible for following proper procedures for the purchase of equipment and materials necessary for program operation
- Maintains inventory of uniforms/equipment
- Conducts fund raising activities necessary to support the operation of the organization
- Plan and conduct practices for assigned team
- Communicates and works with athletic trainer
- Attends all required meetings and submits required paperwork in a timely manner.
- Responsible for the travel arrangements and supervision
- Organizes and prepares students for competition
- Confers with students, parents and staff to resolve student issues
- Enforces District code of conduct
- Follows specified standards, policies, and procedures of the building and District.
- Other activities as may be designated by building principals or Activity Director to provide optimal program operation
- Display sportsmanship towards opponents, officials, parents and athletes

ADDITIONAL PERFORMANCE RESPONSIBILITIES (head coaches)

- Coordinate and direct all levels of the program by conducting coaches' meetings and developing procedures
- Collaborates with Activities Director for scheduling
- Schedules pre-season meetings with students, parents and assistant coaches
- Participates in budget process with Activities Director
- Maintains good public relations with media, Booster Club and volunteers
- Establishes lettering criteria
- Develops procedures for keeping parents and athletes informed
- Establishes a policy with parents and players to address issues or concerns
- Updates Activities Director frequently about any issues, concerns or highlights

- Plan, organize and conduct a post-season awards banquet, in-season parent night and outreach methods to encourage student body attendance at games
- Evaluate assistant coaches in collaboration with the Activities Director

TERMS OF EMPLOYMENT

- Wage and work year to be established by Administration
- Employment per Board Policies and Administrative Rules and regulations

PHYSICAL DEMANDS/ MENTAL DEMANDS/ ENVIRONMENTAL FACTORS

- Maintain emotional control under stress
- Frequent district and occasional statewide travel
- Prolonged and irregular hours
- Ability to work with interruptions
- Capable of standing/walking for periods up to 2 to 3 hours
- Tobacco and substance free environment
- Must provide certification of good health prior to employment

Evaluation:

- Performance of this job will be evaluated in accordance with board policy
- Evaluation is the responsibility of the Activities Director with Head Coach when applicable

Disclaimer:

- The statements in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of the personnel in this position. These statements are not intended to limit or, in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision.

The Carlisle Community School District is an Equal Opportunity/Affirmative Action Employer. It is the policy of the Carlisle Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Brandon Eighmy, Director of Human Resources and School Services, 430 School Street, Carlisle, IA 50047, 515-989-3589, brandon.eighmy@carlislecsd.org.

Character, Service and Excellence in Everything We Do.