

**CAROLINE COUNTY PUBLIC SCHOOLS
POSITION DESCRIPTION**

Job Description: Head Coach

JOB TITLE: Head Coach	LOCATION: Caroline High School
IMMEDIATE SUPERVISOR: Athletic Director	WORK SCHEDULE: seasonal PAY GRADE: coaching stipend
SPECIAL REQUIREMENTS:	FLSA STATUS: Non-Exempt
EDUCATION/EXPERIENCE: Previous experience as a player and/or coaching at any level. In-depth knowledge and advanced strategies of applicable sport. Knowledge of VHSL rules. Strong organizational and communication skills. Ability to mentor and develop players in a positive way. Desire to teach and improve skill development. Must pass criminal record check.	

SUMMARY:

The Head Coach is responsible for leading and managing all aspects of the assigned high school athletic program. This role provides instruction, mentorship, and leadership to student-athletes while promoting academic success, sportsmanship, teamwork, and personal growth. The Head Coach ensures compliance with school district policies and state athletic association regulations.

- Sees that all physical and academic requirements are met by each player and submits such information to the Athletic Director in order to establish VHSL eligibility list
- Supervises the cleaning, storage, and proper care of all equipment
- Requisitions supplies, uniforms, and all necessary equipment
- Fosters good school-community relations by keeping the community aware of and responsive to the athletic program
- Prepares daily practice schedule and conducts practice sessions

- Follows county financial policies concerning the collection and receipting of funds
- Plan, organize, and conduct practices, training sessions, and competitions.
- Develop season plans, game strategies, and skill development programs.
- Supervise and mentor assistant coaches and support staff.
- Promote academic accountability and monitor student-athlete eligibility.
- Foster a positive team culture emphasizing sportsmanship, respect, and character.
- Communicate effectively with student-athletes, parents, administrators, and community members.
- Ensure proper care, inventory, and maintenance of equipment and facilities.
- Assist with program budgeting, fundraising, and community engagement efforts.
- Enforce safety standards and respond appropriately to injuries or emergencies.
- Performs other duties as assigned

Evaluation: Performance will be evaluated by the Athletic Director at the end of each season.