



Crete-Monee School District 201-U

JOB DESCRIPTION

Title: Middle School Head Girls Softball Coach

Purpose Statement

To help students achieve maximum benefits from the extracurricular and athletic opportunities offered to them in the schools.

Reports To

The Building Principal or Athletic Director

Essential Function

Assist with the detail/written work required for daily operations and to coordinate other matters essential to the efficiency and effectiveness of the Athletic Department.

Job Responsibilities

- Is responsible for their total program and the understanding of NFHS, IHSA, IESA and SAC rules and regulations (whichever applies)
- Understands the proper administrative line of command and refers all request or grievances through proper channels
- Establishes the fundamental philosophy, skills, and techniques to be taught by their staff. Conducts staff meetings to insure staff awareness of overall program.
- Delegates specific duties and supervises implementation of same
- Assigns, regulates, and supervises all scouting activities
- Attends required IHSA, SAC, SSJHSA, departmental or other meetings (whichever applies)
- Supports booster club activities and attends the annual booster club Craft Fair
- Provides input to the Athletic Director with regard to scheduling, transportation and requirements for tournament and special sport events
- Assists in the necessary preparation to hold scheduled sport events or practices and adheres to scheduled facility times. Coordinates program with maintenance and custodial staff.
- Provides documentation to fulfill state and school requirements concerning physical examinations, parent consent/insurance, eligibility, and study table requirements in a timely manner
- Submits other necessary documents (rosters, game reports, schedule star responsibilities, injury reports, coach's bio etc.) to the Athletic Director expediently and to the Sports Information Liaison when applicable. Completes paperwork on all disabling athletic injuries. On proper forms, and submits to athletic office within 24 hours if necessary.
- Advises the Athletic Director and recommends policy, method or procedural changes
- Participates in the budgeting function with the Athletic Director by establishing requirements for the next season. Recommends equipment guidelines as to type, style, color, or technical specifications. Is responsible for operating within budget appropriations for his/her team
- Is accountable for all equipment and submits to the athletic office a detailed fine list of the cost of any equipment lost or not returned. Arranges for the issuing, collection and storing of equipment and submits annual inventory with the end-of-season report. Arranges with the Athletic Director any reconditioning or repair of equipment.
- Provides for proper supervision of athletes at all practices, games and while traveling. Travels with the team on district provided transportation.
- Provides team rules, training rules and any other unique regulations of the sport to each athlete

- Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary and makes the Athletic Director aware of the matter
- Provides constant attention to a student athlete's grades and conduct
- Assists athletes in their college or advanced educational selection as well as communicate recruiting efforts/needs to the Athletic Director and Sports Information Liaison (HS only)
- Organizes coaches, players, and guests for pre-season meetings
- Promotes the sport within the school through recruiting athletes that are not in another sport program and promotes the sport outside the school through news media or in any other IHSA approved manner
- Responsible for maintaining good public relations with news media, booster club, parents, officials, volunteers, peers, and fans
- Responsible for submitting scores and game highlights to designated school personnel within the appropriate timeline for each contest concerning schedules, tournaments, and results
- Sets a positive example in appearance, behavior, and language; exercising professional good conduct and self control

Physical Requirements

This job requires physical exertion.

Terms of Employment

This is a seasonal position with a \$4,507 stipend.

Evaluation

Performance of this job will be evaluated by the Building Principal or designated administrator in accordance with the Board of Education's policy on Evaluation of Professional Personnel.