

**Oak Lawn Community High School District 229  
Athletic Coach Job Description**



**TITLE:** HEAD DANCE COACH (FALL AND WINTER)

**QUALIFICATIONS:** Valid Illinois Teacher Certification preferred  
Meets IHSA Criteria (Qualification of Coaches - 2.070)  
Previous coaching or participation experience in Dance required

**REPORTS TO:** Athletic Director

**RELATES WITH:** Athletic Director, Athletic Secretary, Athletic Trainer(s), Other Head Program coaches

**JOB GOAL:** To help participating students achieve a high level of skill, an appreciation for the values of discipline and sportsmanship, and an increased level of self-esteem. To oversee the specific sport program in observance of all NFHS, IHSA, SSC, and District 229 policies and regulations in the best interest of all student participants. To promote all District 229 athletic programs.

**SKILLS AND KNOWLEDGE REQUIRED:**

1. How to teach technique skills ranging from basic to advanced.
2. How to choreograph and adjust routines in all types of dance (jazz, hip hop, pom).
3. Skipped in developing sideline routines and competitive routines.
4. How to apply judges' critique and clean a competitive routine.

**TIME COMMITMENT:**

1. Sideline Football Season August – October with practices and performances at each home Football game.
2. Competitive Season/Sideline Basketball November – February with practices and performances at each home Boys Basketball game. Possible practices and competitions during winter break.
3. Summer camp opportunities throughout summer.

**PERFORMANCE REQUIREMENTS AND EXPECTATIONS:**

1. Secures facilities through the athletic office to ensure a safe practice/competition environment for students.
2. Plans and communicates practice sessions and competition strategies which ensure the health and physical well-being of student participants.
3. Develops, communicates, and maintains a regular schedule of in-season practices.
4. Maintains current equipment/uniform inventory and annually.
5. Manages all fund raisers, deposits, distribution of funds related to sport specific student activity accounts.
6. Provides for the orderly distribution and collection of uniforms and equipment.
7. Assures that all student participants are in compliance with D229 requirements including current athletic physical, registration, Code of Conduct, and is academically eligible, prior to practice, tryout, and competition.
8. Models and instills the values of sportsmanship and fair play to all participants and enforces consequences for breach of such standards.
9. May need to perform and demonstrate basic technique and choreography.
10. Monitors proper supervision of student athletes at practices, games, in locker rooms, and on school provided transportation.
11. Completes the evaluation of IHSA officials in a timely manner.
12. Conducts a mandatory preseason parent meeting.
13. Maintains individual and team records and statistics.
14. Plans and implements a seasonal awards recognition program through the athletic office.
15. Engages in personal professional development activities.
16. Work with Oak Lawn Athletic Booster Club as well as feeder schools and community feeder programs.
17. Implements programmatic instruction of sequential fundamentals and proper conditioning for all levels of the program.
18. Other duties as assigned by the Athletic Director.

**TERMS OF EMPLOYMENT:** Reviewed annually by Athletic Director. This position is subject to the Oak Lawn Community High School extra-responsibility compensation guide, Dance Head (Fall) Lane III and Dance Head (Winter) Lane IV.

**EVALUATION:** Performance of this job will be evaluated by the Athletic Director in accordance with provisions of the approved Coaches Evaluation Form.