

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



TITLE: HEAD SOFTBALL COACH

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

REPORTS TO: Athletic Director

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

SUPERVISES: Assistant Softball 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. Fundamental skills of softball and instruction techniques in the rules and regulations of the sport.
2. Ability to determine and assist in game strategy.
3. Ability to work with and instruct all position groups.

TIME COMMITMENT:

1. The in-season portion of the schedule runs from March through May.
2. The normal week will consist of six days (Monday-Saturday) for a minimum of two-three hours per day.
3. Off-season opportunities including weight training, summer camps, and contact days occur during June and July, January, and February.

PERFORMANCE REQUIREMENTS AND EXPECTATIONS:

1. Secures facilities through the athletic office to ensure a safe practice/competition environment for students.
2. Plans and communicates with assistant coaches 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 distribution annually.
5. Manages all fundraisers, deposits, and distribution of funds related to sport specific student activity accounts.
6. 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.
7. Models and instills the values of sportsmanship and fair play to all participants and enforces consequences for breach of such standards.
8. May be expected to be in the field with his/her team for a minimum of two hours per day in a practice setting and be able to demonstrate/model the skills and drills being taught.
9. Monitors proper supervision of student athletes at practices, games, in locker rooms, and on school provided transportation.
10. Assists in the selection and evaluation of assistant coaches.
11. Completes the evaluation of IHSA officials in a timely manner.
12. Conducts a mandatory preseason parent meeting.
13. Communicate effectively with parents, athletes, and other coaches.
14. Maintains individual and team records and statistics along with relevant statistical software.
15. Plans and implements a seasonal awards recognition program through the athletic office.
16. Engages in personal professional development activities.
17. Works with OLCCHS Athletic Booster Club as well as feeder schools and community feeder programs.
18. Implements programmatic instruction of sequential fundamentals and proper conditioning for all levels of the program.
19. 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, Lane VI.

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