



**TITLE:** ACTV Athletic Head Coach MS (Stipend)

**POSITION INVENTORY:** N/A

**DEPARTMENT:** Activities Department

**FLSA STATUS:** Exempt

**REPORTS TO:** Building Administrator, Director of Activities and School Equity

**FT/PT:** N/A

**RECEIVES GUIDANCE FROM:** HS Head Coach, Director of Activities and School Equity

**BASIC FUNCTION:**

To instruct participants in the fundamental skills, strategy and physical training necessary to realize a high degree of individual and team success. At the same time, the student athlete shall receive instruction that will lead to the formulization and internalization of pride of accomplishment, self-discipline, self-confidence and sportsmanship. Assist the High School Varsity Head Coach in the alignment and implementation of systems and skill development regarding the athletic program.

**ESSENTIAL FUNCTIONS:**

1. Serves as the leader and manager for the athletic program
2. Develops a regular practice schedule and organizes practice time to provide both individual and team development.
3. Coaches and instructs players, individually or in groups, regarding the rules, regulations, equipment, and techniques of the sport.
4. Follows state, regional, and district regulations governing the athletic program.
5. Establishes and maintains written standards of student behavior and provides proper supervision of athletes at all times.
6. Assigns duties to all assistant coaches under his/her jurisdiction
7. Ensures that appropriate rules and regulations regarding the conduct and eligibility of athletic activities and athletes are explained and followed.
8. Maintains eligibility forms, emergency data cards, insurance records, equipment inventory, and other related records.
9. Works with the Director of Activities and School Equity in scheduling facilities for practices and competition.
10. Monitors the academic performance of team members to ensure that eligibility requirements are met.
11. Establishes and maintains written standards of student behavior and provides proper supervision of athletes at all times.
12. Conferences with parents/guardians, as necessary, regarding the athletic performance of their student.
13. Reports and secures approval from Director of Activities and School Equity for all adults associated with their sport
14. Models sportsman-like behavior and maintains appropriate conduct towards players, officials and spectators
15. Follows established procedures for the proper care, maintenance, and requisitioning of equipment, supplies, and uniforms
16. Participates in special activities to include parent's night, banquets, award nights, and pep assemblies
17. Follows and maintains knowledge of all district policies and procedures
18. Models nondiscriminatory practices in all activities
19. Attends staff development meetings, clinics, and other professional development activities to improve coaching performance.

**ADDITIONAL ESSENTIAL FUNCTIONS (for every DMPS position):**

1. Attend work on a prompt and regular basis.
2. Maintain confidentiality.
3. Maintain satisfactory and harmonious working relationships with the public, students, and other employees.
4. Assist with other duties as may be assigned.

**HIRING SPECIFICATIONS:**

Required:

1. Valid IA Coaching Endorsement or Coaching Authorization
2. Strong communication, public relations and interpersonal skills
3. Coaching and/or leadership experience
4. Competency working in a culturally diverse environment or the willingness to acquire these skills

Desired:

1. Bachelor's Degree in Education, Coaching or related field.
2. Knowledge of overall operations of an athletic program
3. First Aid and CPR
4. Knowledge of Conference rules and regulations

PHYSICAL DEMAND:	FREQUENCY:
<b>1. Standing</b>	Constant 67%+
<b>2. Walking</b>	Constant 67%+
<b>3. Sitting</b>	Occasional 1% - 32%
<b>3. Bending/Stooping</b>	Frequent 33% - 66%
<b>4. Reaching/Pushing/Pulling</b>	Constant 67%+
<b>5. Climbing/Stairs</b>	Frequent 33% - 66%
<b>6. Driving</b>	Occasional 1% - 32%
<b>7. Lifting</b> 70        lbs	Constant 67%+
<b>8. Carrying</b> 35        feet	Constant 67%+
<b>9. Manual Dexterity Tasks</b>	
<b>a. Telephone</b>	Frequent 33% - 66%
<b>b. Computer</b>	Frequent 33% - 66%
<b>c. Other</b>	Occasional 1% - 32%
<b>10. Working Conditions</b>	
<b>a. Inside</b>	Constant 67%+
<b>b. Outside</b>	Constant 67%+
<b>c. Extremes of Temperature/Humidity</b>	Frequent 33% - 66%

All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.

*Maureen A Norris*

Date: 09/20/2018

\*Human Resources Generalist or Manager

\*This job description is not approved without the signature of a Human Resources Representative.