



TITLE: ACTV Athletic Head Coach HS (Interview)

POSITION INVENTORY: N/A

DEPARTMENT: Activities Department

FLSA STATUS: Exempt

REPORTS TO: Director of Activities and School Equity

FT/PT: N/A

RECEIVES GUIDANCE FROM: Director of District Activities and Community Education

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.

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; including out of season workouts.
7. Holds organizational meetings for team prospects and encourages potential athletes to participate in the sport.
8. Establishes a K-12 program philosophy that would including establishing a feeder program that may incorporate youth camps and clinics.
9. Ensures that appropriate rules and regulations regarding the conduct and eligibility of athletic activities and athletes are explained and followed.
10. Maintains eligibility forms, emergency data cards, insurance records, equipment inventory, and other related records.
11. Works with the Director of Activities and School Equity in scheduling facilities for practices and competition.
12. Monitors the academic performance of team members to ensure that eligibility requirements are met.
13. Assigns duties to all assistant coaches under his/her jurisdiction; including pre-season practice sessions.
14. Establishes and maintains written standards of student behavior and provides proper supervision of athletes at all times.
15. Conferences with parents/guardians, as necessary, regarding the athletic performance of their student.
16. Submits athlete rosters to the Director of Activities and School Equity before the first practice, one week before the first game, any changes to student information on the roster, inventories (copy to Office Secretary as well), final season statistics and alphabetical list of award winners immediately following the season (list includes number of awards earned and the class of the athlete.)
17. Reports and secures approval from Director of Activities and School Equity for all adults associated with their sport
18. Models sportsman-like behavior and maintains appropriate conduct towards players, officials and spectators
19. Acts as a team representative and promotes the sport by communicating with the news media, booster clubs, service clubs, and other organizations as requested by the Director of Activities and School Equity.
20. Follows established procedures for the proper care, maintenance, and requisitioning of equipment, supplies, and uniforms
21. Works with the Director of Activities and School Equity to develop a policy for awards and submits a list of award winners at the end of the season.
22. Participates in special activities to include parent's night, banquets, award nights, and pep assemblies
23. Follows and maintains knowledge of all district policies and procedures
24. Models nondiscriminatory practices in all activities
25. 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:
1. Standing			Constant 67%+
2. Walking			Constant 67%+
3. Sitting			Occasional 1% - 32%
3. Bending/Stooping			Frequent 33% - 66%
4. Reaching/Pushing/Pulling			Constant 67%+
5. Climbing/Stairs			Frequent 33% - 66%
6. Driving			Occasional 1% - 32%
7. Lifting	70	lbs	Constant 67%+
8. Carrying	35	feet	Constant 67%+
9. Manual Dexterity Tasks			
a. Telephone			Frequent 33% - 66%
b. Computer			Frequent 33% - 66%
c. Other			Occasional 1% - 32%
10. Working Conditions			
a. Inside			Constant 67%+
b. Outside			Constant 67%+
c. Extremes of Temperature/Humidity			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.



Date: 09/20/2018

*Human Resources Generalist or Manager

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