

TITLE: Head Coach

PURPOSE: Instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of positive values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

QUALIFICATIONS:

The District shall fill the position of head coach with a person who:

- Holds a current Illinois teaching certificate and/or is certified by the IHSA
- All coaches must submit to a criminal background check and hold a current first aid/CPR card.

RESPONSIBLE TO:

Athletic Director and Principal

DUTIES AND RESPONSIBILITIES:

Program Administration

- Develop a written philosophy statement and conduct a preseason meeting with parents and players to discuss acceptable player behavior, practice procedures, substance abuse policy and other guidelines that relate to program management.
- Determine the system of play. Establish goals and objectives.
- Have a thorough knowledge of all District and State Athletic Policies and be responsible for their implementation.
- Understand and follow the proper administrative line of command and refer all requests or grievances through proper channels.
- Conduct oneself as a positive role model.
- Report all rule violations or suspected violations to the school athletic director.
- Consult with the athletic director and principal, or his designee, in matters of purchasing equipment, scheduling, and coaching assignments.

- Turn in squad rosters as directed to the athletic director.
- Be responsible for the collection of equipment and have athletic fines resolved by the end of the season.
- Responsible for seasonal and off seasonal programs.
- Prepare travel rosters and itineraries prior to the 48 hours of departure.
- Maintain a yearly inventory of all new and used equipment.
- Other job-related duties as assigned.

Instructional Management

- Work to develop positive athlete-teacher relationship. Initiate during the season grade check, conduct athletic study time, if necessary

Student Management

- Enforce and follow the school rules and grade eligibility
- Ride the team bus to and from practices or contest.
- Remain at practice or contest until all athletes have left the athletic area.
- Develop a sports specific safety plan. a. Show team members the Informed Consent Video dealing with risk of injury involved with sport activity.
- Require appropriate behavior on road trips by supervising students in motels and restaurants.
- Keep accurate records of all athletic award winners. Keep an inventory of all awards and certificates on hand. Prepare a list of award winners and their awards for use at the awards program. Sign all certificates and package for use at the program. Order chenille letters, patches, senior plaques and 3 year medallions and other special award trophies.
- Promote and encourage fair play, good sportsmanship, and ethical standards of conduct both on and off the field.
- Forewarn all participants that involvement in physical confrontation could result in removal from game and/or suspension from subsequent games.

Personnel Management

- Assist athletic director and principal in hiring assistant coaches.
- Train and inform staff, encourage professional growth by urging them to attend clinics and workshops.
- Delegate specific duties, supervise implementation, and at season's end, analyze staff effectiveness and evaluate all assistants

School/Community Relations

- Establish a working relationship with the junior high and elementary coaches for the purpose of creating strong feeder programs for their sport.

Professional Development

- Continue professional growth by attending classes, clinics, workshops, and affiliations with professional organizations.

EVALUATION

This position is evaluated annually by the principal with input from the athletic director using the categories listed in the job description. This is a year-round position.

MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

Maintain emotional control under stress. Maintain positive attitude when dealing with customers. Frequent district and some statewide travel. Work with frequent interruptions, frequent prolonged and irregular hours. Some exposure to hot or cold weather conditions.

Schedule B assignments are appointed annually

Revised 5/10/2011

Board Approval 5/10/2011