Dubuque Community School District
Coaching Job Descriptions

Position Title: Head Coach Basketball, Baseball, Bowling, Cheerleading, Cross Country, Football, Golf, Soccer, Softball, Swimming, Tennis, Track, Volleyball, and Wrestling.

Level: Senior High School

General Characteristics:

Education: Coaching Authorization Required
B.A. or B.S. degreed preferred

Qualifications:

Possesses the ability to:
- Communicate with others,
- Motivate staff and students,
- Provide the initiative for program development,
- Make decisions related to program operations,
- Demonstrate interest in and aptitude for performing the responsibilities of the position.

Working Relationships:

Reports to: Building Athletic Director
Supervises: Other coaching personnel of identified sport
Responsibility: Student Athletes
Evaluation by: Building Athletic Director

Basic Function:

To provide a program which operates within the educational philosophy of the School District, to instruct all participating students in the skills of each activity, to encourage an appreciation for the values of discipline and sportsmanship, and increase the level of self-esteem.
Position Responsibilities:
1. To instruct individuals in the fundamentals and skills of the activity which are necessary for achievement in the specific sport.

2. To organize the program in a manner which best utilizes the skills of the assigned staff.

3. To plan and schedule a regular program of practice during the season and those optional activities during the off-season which may include strength and conditioning.

4. To communicate with students, staff, parents, community, and the media in a manner conducive to the total school program.

5. To work closely with the Building Activities Director in scheduling all contests.


7. To exhibit knowledge and skills of the specific activity which demonstrates competence in the sport?

8. To enforce sportsmanship like behavior at all times and implements the guidelines for discipline as provided by the District’s Discipline Policy.

9. To recommend purchase of equipment, supplies and uniforms as requested.

10. To support all other school activities.

11. To maintain and complete all necessary attendance, insurance forms, inventory records and similar paper work as required.

12. To observe the safety conditions of the facility or area in which the assigned sport is conducted at all times student participants are present.

Terms of Employment

Length of Season: As identified on the individual contract

Planning outside season: Needs to be arranged through the Activities Director

Salary: Per the Master Agreement

Tournaments/Playoffs: Duties include play-offs and state sanctioned tournaments. Anything outside of the state sanctioned competition needs to follow the procedures outlined in the Dubuque Community School Districts District Policy #6201.