

BOARD OF EDUCATION – DELAWARE CITY SCHOOLS
Job Description

Date: February 9, 2007

Title: **COACH, HEAD**

Reports To: Athletic Director, Principal

Employment Status: Part Time

FLSA STATUS: Exempt

Qualifications:

- * State of Ohio certificate/license (preferred)
- * Coaching and administrative abilities
- * Required attendance at a sports medicine credit inservice (3 and/or 6 hours)
- * Ability to relate to and inspire young athletes
- * Organizational skills/resources to enhance the program
- * Able to get along with other coaches
- * Knowledge of sport with emphasis on fundamentals
- * Knowledge of training and conditioning techniques
- * Ability to diagnose player deficiencies/prescribe corrective activities
- * Ability to make minor repairs on equipment
- * Ability to communicate ideas and directives clearly and effectively both orally and in writing
- * Good health, physical stamina, fitness and vitality

General Description: To prepare team for interscholastic competition.

Essential Functions:

1. Encourage students to participate in the program and select players, managers, etc.
2. Account for the condition, inventory, distribution, and procurement of all equipment, including medical supplies.
3. Account for assignment of lockers and the condition of the locker room.
4. Assist as needed with physical examinations for all players.
5. Set strategy for games, prepare playbook and prepare statistics.
6. Assist with selection of assistant coaches and evaluate them.
7. Set up scouting schedules as needed.
8. Account for the collection of all fees.
9. Instruct and assist players in the care and prevention of injuries.
10. Report any injuries to athletic director to ensure proper paperwork is completed.
11. Accountable for all players meeting necessary requirements pertaining to insurance, physical cards, eligibility forms, and athletic waivers. Maintain an emergency medical card on each athlete and have available at all times.
12. Attend rules interpretation meetings and schedule coaches meetings as needed.
13. Assist in the preparation of outside facilities for all games and practice sessions.
14. Schedule, plan and conduct all practice sessions and scrimmages.
15. Accountable for player behavior during practice, meetings, locker room activities. Bus trips, and other activities under the auspices of the program.
16. Evaluate game films and schedules and conduct meetings to discuss forthcoming opponents.
17. Attend as many other team games within assigned sport as possible.
18. Contribute to public relations by providing information to newspapers, radio and television stations, school newspapers, and other school publications.
19. Correspond with college and university personnel to assist players with athletic scholarships.
20. Instruct and supervise managers, statisticians, etc. in game and practice preparation.
21. Attend and participate in Athletic Boost Club meetings.

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22. Attend clinics to improve sports knowledge.
23. Evaluate players after each game and at the end of season.
24. Make up bus transportation forms for all away events.
25. Develop and enforce training rules and instruct players in the proper use of body building equipment.
26. Work with athletic director to help set up schedules and obtain officials for scrimmages.
27. Stress good sportsmanship and exemplary behavior on the part of coaches and athletes.
28. Prepare and request a budget of needed equipment.
29. Plan fund raising events to earn monies to purchase new equipment.
30. Refer to Athletic Handbook for specifics of individual sport.

Expectations:

1. Demonstrate support for the district's Vision, Mission and Beliefs.
2. Demonstrate commitment to continuous improvement by engaging in regular professional development activities.
3. Ensure that decisions are based on data.
4. Demonstrate flexibility and openness to innovation in the performance of job related duties.
5. Serve as a role model in how to conduct oneself as a citizen and as a responsible, intelligent human being.
6. Adhere to and enforce all board policies.
7. Perform other tasks as assigned by the immediate supervisor.
8. The employee shall remain free from any alcohol or abuse of a non-prescribed controlled substance in the workplace throughout his/her employment in the District

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction among unruly children.