EPHRATA AREA SCHOOL DISTRICT
Ephrata, Pennsylvania

Position Title: Head Coach

Department: Athletics

Reports to: Director of Athletics/Building Principal

FLSA: Stipend

Revision Date: February 2024

POSITION PURPOSE

It is our firm conviction that the interscholastic athletic programs should be regarded integral parts of the total educational program in the Ephrata Area School District as such, the athletic programs should be so organized and conducted so that they are worthy of such regard.

This means that the Head Coach must be responsible for organizing the program in such a way that the teaching and learning of the skills necessary to succeed in that sport occurs. The Head Coach must create the atmosphere and the discipline to bring this about, just as the teacher in the classroom must create a good learning environment.

Further, we believe a school with our enrollment, competing in the leagues of which we are members, should be consistently on a competitive level with our opponents. Being competitive means just that--being "in" most contests; having a chance to win; providing the opportunity for our athletes to develop pride in themselves, their team, their school, and their community.

PERFORMANCE RESPONSIBILITIES – Included but not limited to:

Set a good example for team members in your personal appearance, language, and conduct.

Refrain from the use of alcohol, drugs, and tobacco when performing coaching duties with team members.

Attend clinics, when permitted, to keep abreast of new developments, techniques, equipment, etc., associated with your sport.

Attend coaches' meetings called by the Director of Student Activities. If unable to

attend, schedule an appointment to be informed of important matters.

Prepare budget requests for next year and submit them to the Director of Student Activities, meeting the deadline established by the Director of Student Activities.

In the interest of school spirit, encourage your athletes to actively support our other E.H.S. activities.

PRE-SEASON

Formulate rules and regulations for participation in the sport. These should include Training Rules,

Personal Conduct and Language, Personal Appearance at Team Performances,

Personal responsibilities for Uniforms and Equipment, Reporting of Injuries, Requirements for Earning Letter - Awards, Attendance and Eligibility requirements.

Conduct meetings for sign-up of candidates and distribution of **Parent-Athlete Handbook**, PIAA cards, insurance forms and practice schedule information.

Meet with assistants to formulate plans and determine responsibilities of assistants.

Attend PIAA meetings on new rules and rules interpretation for the sport. Comply with PIAA rules and regulations.

Attend Lancaster-Lebanon League meetings called by Sports Chairperson.

Communicate philosophy and expectations with parents.

SEASON

Ascertain that all candidates have returned required forms before allowing participation in practices.

Distribute rules and regulations on first day of practice. Have athlete return copy of "Athlete-Parent Acknowledgement Form" signed by both athlete and parent within one week. Prohibit further practice after one week if signed form is not returned to you.

Review eligibility sheet for the purpose of adding names before list is sent to opposing schools.

Distribute uniforms and equipment. Keep individual records for all team members.

Distribute bus departure schedules to players, managers, cheerleading advisor, and Director of Student Activities.

Prepare team roster and uniform numbers to be sent to opposing schools when requested to do so.

Provide news media with team information.

Report results of all home events to the Lancaster Newspapers and any other news media you desire. Lebanon newspapers should be called when opponent is from Lebanon County.

Check facilities after each practice and/or contest. Make sure all doors are locked.

Report any problems to the Director of Student Activities.

Be the last to leave after a practice or a game. **No students are to be left in the school unsupervised!**

Stay until all team members have left the school area. Make sure outside doors are latched and locked.(*You may delegate this responsibility to an assistant.*)

Supervise and coordinate the work of all assistants.

Work through the Director of Student Activities in the ordering of supplies and equipment. Any purchase order involving more than a $1,000 expenditure must be accompanied by price quotations from three (3) suppliers.

Process all bills for supplies and equipment already received promptly.

Submit, prior to June 1, all purchase orders for supplies and equipment to be paid from the current year's budget. Anything later than this will come from next year's budget.

POST-SEASON

Submit names of award winners to the Director of Student Activities.

Collect and safely store all uniforms and equipment.

Submit inventory of supplies and equipment to the Director of Student Activities.

Meet with the Director of Student Activities to discuss the completed season.

TERMS OF EMPLOYMENT

Extra-Curricular – Head Coach

This is a yearly position as per supplemental contract.

CUSTOMER SERVICE STANDARDS

Our interaction with customers, both internal and external, tells them about our priorities and how we value them as partners. To ensure that our interactions serve to strengthen relationships and promote the public image of the Ephrata Area School District, all employees should:

- Be extremely polite and listen to other perspectives.
- Keep your promises and commitments to others.
- Always give a little more than is expected.

WORKPLACE EXPECTATIONS:

Must demonstrate regular and punctual attendance.

Must interact positively with administration, students, staff, parents, and community members.

Must demonstrate professionalism and appropriate judgment in behavior & speech and dress in a neat, clean, and professional manner.

Must follow all District policies, work procedures and reasonable requests by proper authority.

Must maintain the integrity of confidential information within the Business Office.

Follow established protocols as outlined in Student/Faculty/Support Staff handbooks.

EMPLOYEE STATEMENT

"I have reviewed the above position and understand its contents."

"I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents."

"I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodations(s) to fulfill any or all these functions, I agree to provide information to the District regarding the requested accommodation(s).

_____ _____

Employee Name (Print) Date

_____

Employee Signature

_____ _____

EASD Representative Date