

USD 490 Job Description
EHS Head Coach

Created 4/10/2008

Purpose: To carry out the aims of the Athletic Program and policies of El Dorado Public Schools, USD 490.

Responsible to: Athletic Director, Building Principal

Payment rate: Supplemental

Minimum Qualifications:

Health and Inoculation Certificate on file.

Essential Functions:

Year-Round Responsibilities:

1. Keep abreast of new knowledge and techniques by attendance at clinics and workshops as approved by District, and reading in his/her field - encourage his/her assistant coach to do same.
2. Keep abreast of rules and rule changes of his/her sport as presented in the National Federation rule book.
3. Implement proper procedures for out-of-season practices and camps, according to KSHSAA.
4. Head high school coach should work to develop program continuity.
5. Perform other assigned tasks or duties as requested and needed.
6. Attend all district workshops and clinics.
7. Follow all school district rules and regulations.

Seasonal Responsibilities:

1. Before the Season:
 - a. Notify students of important times for their activities (physicals, sign-ups, check out, etc.)
 - b. Arrange for the payment of all necessary fees and keep accurate records.
 - c. Provide accurate information needed to compile eligibility lists and other reports.
 - d. Prepare an emergency phone list.
 - e. Clarify to athletes the Letter Award Policy.
 - f. Arrange for a systematic issuance of school equipment and preparation of facilities.
2. During the Season:
 - a. Implement athletic policies as outlined in the handbook for coaches.
 - b. Provide information for transportation, officials, and game management.
 - c. Be in regular attendance at practice sessions and contests.
 - d. Emphasize safety precautions, be aware of the best training and injury procedures, and report injuries to trainer and athletic director.
 - e. Conduct himself/herself and his/her teams in an ethical manner during practice and contests.
 - f. Instruct his/her players concerning rules and rule changes, new knowledge, and innovative ideas and techniques.
 - g. Effectively prepare athletes for competition.
3. End of Season Responsibilities:
 - a. Arrange for the systematic return of all school equipment and hold the athlete responsible for all equipment not returned.
 - b. Arrange for the issuance of Letter and special awards earned after having the list of students receiving Letters and Awards approved as directed by the Building Principal and the Awards Director.
 - c. Arrange for cleaning, sorting, and inventory of all equipment and be accountable for all missing equipment.

El Dorado USD #490 does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in admission or access to, or treatment or employment in its programs and activities. If you have questions regarding the above, please contact: Title IX/Section 504 Coordinator, 124 West Central, El Dorado, Kansas, 67042, 316-322-4800.

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- d. Make recommendations concerning additions and improvements to the facility.
- e. Make recommendations concerning equipment needed to be purchased or repaired.
- f. Submit recommendations for next year's season or practice schedule.

SUPERVISORY RESPONSIBILITIES

Assistant Coach(es) and all athletic teams.

Physical Requirements/Environmental Conditions:

- 1. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
- 2. Ability to handle a fast-paced, intense work environment.
- 3. Must occasionally work in noisy and crowded environments, with numerous interruptions.

Statement of Acknowledgement

I have received a copy of my job description and agree to the terms of employment.

Signature_____

Date_____

Original: Personnel File

Copy: Employee