



FERN RIDGE SCHOOL DISTRICT 28J

JOB DESCRIPTION

Job Title: Head Coach
Reports To: Athletic Director/High School Administrator
Status: Coach

Qualifications

1. Possess and maintains a moral character that is consistent with being a positive role model.
2. Possess a good knowledge of the sport assigned including but not limited to knowledge of training and conditioning techniques and the ability to diagnose player deficiencies and prescribe corrective activities.
3. Possess a good ability to communicate with parents and students.
4. Possess the ability to address situations dealing with blood, bodily fluids, and tissue.
5. Possess a current First Aid certificate.
6. Possess a high school diploma.
7. Passes a criminal history check.
8. Maintains current Oregon driver license.

Goals and Performance Responsibilities:

Goal A: To manage and supervise the assigned athletic program, grades 9-12.

1. Assign duties and responsibilities to assistant coaches.
2. Coordinate the issuance, care and inventory of equipment, supplies and uniforms.
3. Assist the athletic director in purchasing equipment, supplies and uniforms for the particular sport.
4. Assist the athletic director in scheduling independent games and officials.
5. Supervise students at all times from the time practice or activity starts until students leave for home. At no time should students be without direct supervision or a coach.
6. Submit the following forms to the Athletic Director:
 - a. Complete team rosters.
 - b. Complete awards, season records, and inventory forms at the conclusion of the season.
 - c. Complete all other forms required by the athletic director.
7. Coordinate the distribution, collection, storage of athletic equipment, uniforms and supplies (during the season and at its conclusion) and for the collection of fees for lost equipment and uniforms by athletes.

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8. Show respect for officials, press, opposing coaches, visiting teams, parents, students, athletes, fellow coaches and teachers.
9. Be a leader among young student athletes as an athletic coach and as a teacher.
10. Be responsible for security at all facilities used by the team and coaching staff when custodians are not on duty.
11. Set up all scouting trips and meetings with coaches.
12. Perform any other duties or responsibilities related to the coaching position as needed or directed by the high school principal and/or athletic director.

Goal B: To establish an environment in which athletes can gain self-esteem and develop a positive self-image.

13. Be responsible for awards presentations made during annual awards programs and incorporating total coaching staff.
14. Demonstrate an interest in the classroom efforts and off season activities of athletes.
15. Provide leadership that promotes positive attitudes and good sportsmanship.
16. Work with athletes in a fair, understanding, tolerant, sympathetic and patient manner.
17. Encourage students to participate in more than one sport.
18. Promote school and community interest in the sport by:
 - a) Appearing at school pep rallies.
 - b) Holding pre-season parent meetings.
 - c) Attending booster club meetings.
 - d) Maintaining a pleasant, workable relationship with the news media.
 - e) Preparing public address announcements for in-school reading.
19. Notify all members of the team of all policies, procedures and training rules as they pertain to the team.
20. Be responsible for the conduct of student athletes and other involved students at all times-practices, games, bus rides, other school, etc.
21. Promote unity within the coaching staff and within the framework of the athletic department.
22. Develop teamwork, morale, sportsmanship, courtesy, fair play, academic excellence and strict adherence to rules of training and conduct.
23. Promote the attitude among athletes and coaches that winning is important but is secondary to good sportsmanship an overall welfare of the athlete.

Terms of Employment: The job description listed is meant as a guideline and in absence of specific direction, I understand that I must make reasonable decisions and must act on those decisions to ensure the athletic departments goals are met. Coaches are at-will employees and may not be employed one year to the next.

I have read and understand this job description.

Coach Signature

Date

Print Name

10/2019