

Job Title: Middle School Head Coach

Job Classification: Exempt

Supervisor: Principal and District Athletic Director

Job Objectives: The Head Coach is responsible for initiating various aspects of the Athletic Program, such as recruit within the school, train, and coach the members of the team and recruit and manage assistant coaches.

Minimum Qualifications:

- Previous coaching experience
- Effective coaching techniques and skills
- Thorough knowledge of the rules, regulations, strategies, and techniques of the sport
- Ability to establish and maintain effective working relationships with the school administrators, parents, and students
- Must be willing to meet the TSSAA operating bodies expectations regarding coaching training and compliance matters

Responsibilities and Essential Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Coordinates the development and promotion of the athletic program
- Assesses player skills and assigns team positions
- Maintains supervision of each student-athlete under the care of the athletic program
- Holds organizational meetings for team prospects and encourages students to participate
- Develops a regular practice schedule and organizes practice time to provide both individual and team development
- Works with Athletic Director in scheduling facilities for workouts and training
- Coaches and instructs the team individually or in groups, regarding the rules, regulations, equipment, and techniques of the sport
- Establishes and maintains standards of pupil behavior including academic performance and eligibility requirements
- Follows established procedures in the event of an injury
- Follows state, regional, and district regulations governing the program
- Follows established procedures for supplies and equipment
- Maintains eligibility forms, emergency data cards, insurance records, equipment inventory, and other related records
- Ensures assistant coaches have completed all required trainings of the district and TSSAA
- Follows Tennessee's Teacher Code of Ethics and GMSD Employee Responsibility and Ethics policy
- Models non-discriminatory practices in all activities
- Attends clinics and other professional activities to improve coaching performance
- Performs other related duties as assigned by the Principal, or his/her designee

Supervisory Capacity: Will supervise assistant coaches and student athletes at practices and during competitions.

Working Conditions and Physical Requirements: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable. Physical requirements include being able to lift 25 pounds and having the flexibility to bend, to stoop, to sit on the floor, to climb stairs, and to walk and reach overhead.

For Office use: Employee signature: _____ date: _____

“Employee signature constitutes understanding of this job description including the requirements, essential functions, and duties of the position.”

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