



Greater Albany Public Schools

Head Coach (Athletics / Activities)

Salary Level: See current CBA

Reports to: Athletic Coordinator / Director

Work Calendar: TBD

Classification: Classified

Location: Varies

Shift: Varies

Position Overview: The role of the Head Coach is to be responsible for coaching, character development and providing direction to student athletes so that they might achieve a high level of skill as well as an appreciation for discipline, sportsmanship and teamwork.

Greater Albany Public Schools believes that our Coaches must assume a major role in fostering cooperation and positive teamwork, exhibiting outstanding sportsmanship and fan involvement at games and special events and most importantly, assume a major role in the development of our youth as future leaders. This job requires you to interact thoughtfully and respectfully with student athletes, fellow coaches, staff, parents and community. Positive communication strategies, organizational skills and safety awareness are key requirements.

Essential Job Functions:

- Follows and upholds the policies and mission statement of GAPS / School Building.
- Knowledge of all Mid-Willamette Conference and OSAA procedures and guidelines.
- Plan, organize and direct the program.
- Manage the operating budget accounts and adhere to the financial policies of GAPS in regards to purchase orders, collection and disbursement of money, expenses and receipts.
- Instructs and demonstrates skill sets and techniques necessary for individual and team development.
- Ensures that team rules and regulations regarding conduct and eligibility of the athletes are clearly communicated and followed.
- Plan, organize, advertise and conduct tryouts for the program; inform Athletic Department and participants of final selections. Maintain the integrity of the selection process.
- Responsible for purchase order requests for program uniforms, supplies and equipment.
- Consults with the Athletic Coordinator / Director regarding any off-season training programs including scheduling dates for summer camps / practices, uniform fitting, pre-post tryout informational parent meetings.
- Hold informational parent meetings at the beginning of each season for all levels. Organize a parent volunteer group to help with snack bar, parties, team meals, end of the year banquet, etc.
- Creates a safe environment conducive to learning and appropriate for the physical, social and emotional development of students.
- Maintains strong interpersonal skills: works well with others from diverse backgrounds; focuses on solving conflict, maintaining confidentiality, listening to others, keeping emotions under control, remaining open to others' ideas and contributing to building a positive team spirit.
- Model good sportsmanship behavior and maintain appropriate conduct towards opposing team, fans, parents, officials, spectators and community.

Qualifications:

- Completion of all required GAPS and OSAA certifications.
- Ability to organize and supervise the program.
- Previous coaching experience required.
- Knowledge of technical aspects of the assigned sport / activity and willingness to continue to learn.
- Physical ability to demonstrate designated sport / activity.
- Valid Oregon Driver's license.
- Physical ability to prepare sport site, including ability to carry and move necessary equipment.
- First Aid / CPR certification may be required.

Job Safety:

- Employees are required to follow the safety and health rules that apply to their job.
- Employees are to wear any personal protective equipment (PPE) that their job requires.
- Report any safety or health hazards to your supervisor or your safety committee.
- Immediately report any workplace injury or illness to your supervisor or your safety committee.
- Keep safety devices and warning signs in place, and use appropriate safeguards and equipment when you are exposed to hazards.
- Cooperate with Oregon OSHA inspectors if they visit your workplace.

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. All Classified/Coaching personnel are employed on a probationary basis contingent on completion of a criminal history verification based on fingerprints.

CANDIDATE STATEMENT: "I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation(s) in order to fulfill any or all of these essential functions, and if I am offered employment, I will inform the District prior to actually beginning work."

Candidate's Signature

Date