

6/20/19

TITLE: Head Coach

QUALIFICATIONS: Holds valid Kentucky certification (Preferred)

REPORTS TO: Principal

JOB GOAL: To supervise a particular sport and to assure that the sport is successful in meeting the needs of the athlete, the school, and the community.

PERFORMANCE RESPONSIBILITIES:

1. Has full responsibility for the overall supervision of his/her program, including the middle grades, freshmen, and junior varsity teams.
2. Is in charge of assignments and duties of assistant coaches working in his/her sport.
3. Is responsible for keeping practice periods for his/her sport within the confines of the time specified by the Athletic Director; and is to keep the Director informed of practices schedules during any holiday period.
4. Is responsible for a complete inventory of the equipment used for his/her sport.
5. Is responsible for the general upkeep and protection of equipment under his/her jurisdiction.
6. Is responsible for drafting and submitting a budget for his/her sport when requested by the Principal or Athletic Director.
7. Has the main responsibility for striving to build good sportsmanship and developing good public relations in the school and community.
8. Maintains information for athletes, pertaining to insurance, permission forms, KHSAA guidelines, athletic guidebooks and physical forms.
9. Is responsible for assuring that the assistants as well as the head coach know the rules of the KHSAA and at all times abide by them.
10. Is responsible for seeing that each athlete trying out for a squad has had a physical exam upon making the squad the current school year, and that they have adequate insurance coverage as specified by the KHSAA and the local policy.
11. Checks athlete eligibility in compliance with KHSAA and local guidelines.

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12. Is responsible for the actions and conduct of the team whenever they are under his/her jurisdiction.
13. Is responsible for the seeing that all participants have transportation home when returning from road trips in late evening hours.
14. Makes recommendations for letter awards and is responsible for clarification of the award policy to athletes.
15. Is responsible for explaining all policies to all members of the team.
16. Demonstrates regular attendance and punctuality.
17. Demonstrates a commitment to professional growth.
18. Demonstrates effective interpersonal and communication skills.
19. Performs other duties consistent with the position as may be assigned by the Principal.