



DIVISION:	EXTRACURRICULAR / ATHLETICS
JOB TITLE:	<b>HEAD COACH, ATHLETICS</b>
TERMS OF EMPLOYMENT:	SEASONAL/STIPEND COMMESURATE WITH EXPERIENCE
REPORTS TO:	ATHLETICS DIRECTOR
FLSA STATUS:	NON-EXEMPT
ADOPTED:	07/11/2016

### **Position Summary**

The authority and responsibility of the Varsity Head Coach extends to all activities of their assigned sport from 7<sup>th</sup> thru 12<sup>th</sup> grade, including the provision of advice and assistance to the Athletic Director with respect to matters relative to their assigned sport. Reports to the Athletic Director.

### **Performance Responsibilities (Essential Functions)**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Demonstrate regular and consistent attendance and punctuality.
- Support the philosophy and objectives of the Athletic Program.
- Respect the integrity and personality of the individual athlete.
- Develop a program that rewards participants for displaying proper sportsmanship and enforces penalties on those who do not abide by sportsmanship standards.
- Display modesty in victory & graciousness in defeat in public and in meeting/talking with the media.
- Emphasize the importance of athletics in the school program as an extracurricular activity, and encourage academic excellence as the prime goal of the school experience.
- Exhibit habits of dress and personal grooming which will serve as a positive example for their players. The use of tobacco products, controlled substances, and alcohol while coaching or supervising a team is prohibited. Be no party to the use of profanity, obscene language or improper actions.
- Encourage and support athletes to participate in other sports.
- Encourage their athletes to support all athletic teams, treating Hamburg Area athletes as ONE team, not a group of individuals.
- Remain in control of themselves and their players at all times in order to prevent any non-sportsmanlike acts toward opponents, officials or spectators.
- Comply wholeheartedly with the intent of the rules.
- Confine their discussions with the game officials to the interpretation of the rules, and not

constantly challenge the official's decisions involving judgment.

- Ensure pre-season, as well as off-season, conditioning and skill development activities for an upcoming sport.
- Comply with PIAA rules, regulations, and by-laws.
- Support the following concepts:
  - An athlete may not quit one sport and turn out for another during the same season after that season has begun.
  - An athlete who quits or is dismissed from a team may not engage in any type of on-campus activity (i.e. practice, open gym, etc.) organized by the coach of another Hamburg Area team until the last PIAA regular season play date for the in-season team has passed.
- Encourage athletes to maintain their physical conditioning during the off-season.
- Require proper use and respect of school facilities and equipment.
- Contact the Athletic Director first concerning all matters pertaining to their sport.
- Select players for their squad. When cuts must be made, athletes being cut must be informed by personal contact.
- Be responsible for the conduct of all players at all practices and contests:
  - At least one (1) coach must remain and supervise the athletes until all athletes have departed the locker room area. This coach must secure the areas before leaving.
  - At least one (1) coach must be on-site in a supervisory role when student-athletes are directed to report to campus prior to contests and training sessions.
  - Closely supervise all activities during practices.
  - Inform athletes of PIAA rules and regulations regarding eligibility and amateur status.
  - Assist Administration to enforce the Hamburg Area Student Athlete Code of Responsibilities.
  - At least one (1) coach must ride team bus to and from an athletic contest.
- Assume responsibility for all equipment and supplies issued to your sport:
  - Issue equipment, keep records of issued equipment & collect equipment at the end of a season.
  - Inventory equipment, prepare inventory summary sheet & submit summary to the Athletic Director.
  - Prepare requisitions for needed supplies and equipment.
  - Report all stolen and unreturned equipment to Athletic Director.
  - Shall not give school keys to students.
- Report all injuries to the trainer & monitor the progress of the injured athlete.
- Make a complete list of team members & submit it to the Athletic Director following 1<sup>st</sup> practice or day cuts are made.
- Ensure all athletes have a completed physical packet before each is allowed to begin practice.

- Be responsible for the condition of the locker room.
- Assign assistant coaches specific duties, explain those duties, and supervise their work.
- Hold no practices on days when school is closed because of weather conditions without obtaining permission from either the Principal or the Athletic Director.
- Attend annual PIAA rules meeting, as well as BCIAA Head Coaches preseason and postseason meetings.
- Conduct a pre-season meeting for the athletes and parents of athletes trying out for that sport.
- Attend the year-end county meeting of your sport in order for your athletes to receive the recognition they deserve.
- Conduct post-season responsibilities as follows within five (5) days after season ends:
  - List team members indicating letter winners on form provided.
  - List individual, team awards and accomplishments on form provided.
  - List team record with each game, match or event score on form provided.
  - Have a post-season meeting with your athletes.
  - Collect uniforms and equipment. Return all uniforms CLEAN.
  - Complete equipment requisition form provided.
  - Attend all-sports assembly at end of school year.
- Ensure their sport's year-end banquet does not conflict with a current team's practice/contest schedule.
- Communicate with the Hamburg Area Sports Booster Club relative to all matters concerning the HASBC, including, but not limited to:
  - The date, site and time of your parent meeting 2 weeks in advance of the meeting.
  - Having your program represented by a coach or team parent at a minimum of 3 HASBC meetings per year.
  - All matters relative to senior awards.
  - All matters relative to cooperative fund raising activities and requested expenditures.
- Drive vans for team transportation when assigned.
- Perform related duties consistent with job description and assignment.
- Perform other duties that may be assigned by Supervisor Name.

### **Minimum Qualifications**

- High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).
- Two (2) years successful coaching experience as head or assistant coach in a high school or an equivalent experience.
- Completion of certified concussion and cardiac arrest training.
- Completion of a basic coaching education program as well as a First Aid course or agreement to complete these modules within 24 months of becoming a coach.

- A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Pennsylvania. License must be maintained for the duration of the assignment.
- Copy of driving history issued by the Department of Motor Vehicles at time of application and at time of interview prior to final selection.

### **Preferred Qualifications**

- Previous demonstrated ability to motivate students in a positive manner in the sport being coached.
- Training in basic first aid, concussion management and cardiac arrest.
- Previous demonstrated ability to plan and organize effectively, teach the fundamentals and techniques associated with the sport, and produce teams that are competitive and show evidence of being well coached.
- Prior demonstrated ability to provide positive leadership for coaches and athletes and to serve as a positive role model in all aspects of the coaching profession.
- Successful prior participation in the sport at either the high school, college or professional level.

### **Knowledge, Skills and Abilities**

- Ability to maintain effective relationships with students, staff and community.
- Knowledge of fundamental principles of the sport.
- Ability to adhere to administrative policies and directives of the program.

### **Essential Requirements**

*The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- **Physical Demands:** Frequent sitting, standing, walking, pushing, pulling, carrying, grasping, throwing, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing. Mobility to work in a typical office setting and use standard office equipment. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near and far acuity, depth perception, focal length change, and color vision. **Strength:** Medium/Heavy - exert force 50-100 lbs., occasionally; 25-50 lbs., frequently; or 10-20 lbs., constantly.
- **Work Environment:** Frequently exposed to outdoor weather conditions with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods. Exposure to dust, wet and damp grounds.
- **Mental Functions:**  
While performing the duties of this job, the employee is regularly required to communicate and use interpersonal skills. The employee is frequently required to compare, copy, coordinate, instruct and negotiate. The employee is frequently required to evaluate, analyze, compute, compile and synthesize.

### **Evaluation**

Performance on this job will be evaluated in accordance with School Board policy and administrative regulations on evaluation of non-licensed personnel.

**Documents Required At Time of Application**

1. Employment Application.
2. High school transcript or other equivalent, (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.).
3. Specific documented evidence of training and experience to satisfy qualifications.
4. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Pennsylvania.
5. Copy of current driving history issued by the Department of Motor Vehicles.
6. Copy of CardiacWise Training Certificate.
7. Copy of ConcussionWise Training Certificate.

**An Affirmative Action / Equal Opportunity Employer**

Hamburg Area School District does not discriminate on the basis of color, religion, gender, sexual orientation, gender identity, national origin, age, disability, status, Genetic Information & Testing, Family & Medical Leave, protected veteran status, or any other characteristic protected by law.

Reasonable accommodations may be provided for Individuals with a disability in order to perform the essential functions of the job.

**Employee Statement**

By signing this form, I acknowledge that I have received a copy of the job description for the function in which I was hired and understand its contents. I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.

I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodations(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_