

Job Description - Athletics Head Coach

Reports to: Athletic/Activities Director

Job Summary: Head Coaches must create a living Purpose Statement which will be the foundation of their program. Head Coaches must also instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize individual and team success. Also provide instruction that will lead to the formulation of acceptable values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

ESSENTIAL FUNCTIONS OF THE JOB INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

STAFF RESPONSIBILITIES:

Establishes the fundamental philosophy, skills and techniques to be taught by staff. Designs conference, clinics and staff meetings to insure staff awareness of overall program.

Trains and informs staff, and encourages professional growth by encouraging clinic attendance according to school policies.

Delegates specific duties, supervises implementation, and at season's end, analyzes staff effectiveness and evaluates all assistants.

Maintains discipline, manages conflict and works to increase morale and cooperation.

ADMINISTRATIVE DUTIES:

Provides leadership and direction to lower level programs, those within the school system as well as those in the community, when appropriate.

Maintains a record of team statistics, recommends who receives awards and distributes all awards.

Assists the Athletics/Activities Director in scheduling games, scrimmages, practices, transportation, etc.

Assists in the necessary preparation to hold scheduled sport events or practices and adheres to scheduled facility times. Coordinates program with maintenance and school employees.

Provides assistance to fulfill state and system requirements concerning physical examinations, parental consent and eligibility.

Provides proper safeguards for maintenance and protection of assigned equipment sites.

Ensures safety for all participants by regular inspection of all equipment and facilities and by conducting all practices and contests in a safe manner.

Advises the Athletics/Activities Director and recommends policy, method or procedures changes.

Provides necessary information to MNSHL for section/tournament play..

Creates and provides a parent/athlete handbook to be reviewed at a pre-season parent meeting.

RESPONSIBILITIES TO STUDENTS:

Provides and explains training rules and any other unique regulations of the sport to each athlete who is considered a participant.

Encourages, monitors and intervenes as necessary regarding student athlete's grades and conduct.

Ensures assistance, guidance and safeguards for each participant.

Follows all procedures and policies concerning injuries, medical attention and emergencies.

Works with the trainer to assure all paperwork on all disabling athletic injuries on proper forms and submits to appropriate party as required, and appropriate documentation is received before injured students return to play.

Directs student managers, assistants and statisticians.

Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary and contacts parents when a student is dropped or serious disciplinary measures are taken.

Assists athletes in their college or advanced educational selection by providing information to colleges and to athletes as requested and when appropriate.

Arrives early enough before practice, contests and meetings to adequately prepare and remains long enough afterward to help players with problems, to become involved in staff discussions, and to properly supervise students.

Helps in the planning and implementation of both in-season and out-of-season conditioning and weight programs.

Maintains discipline and works to generate an attitude of good sportsmanship and fair play.

Supervise students participating in his/her sport and any other students when such control is needed.

FINANCE AND EQUIPMENT:

Participates in the budgeting function with the Athletics/Activities Director by discussing needs for the next season. Recommends equipment guidelines as to type, style, color or technical specifications. Is responsible for operating within budget appropriations.

Works cooperatively with booster groups to assist in funding team “extras”.

Is accountable for all equipment, collects all equipment at season’s end, keeps accurate record of any equipment lost or not returned. Arranges for issuing, storing and reconditioning of equipment and submits annual inventory and current records concerning same.

Properly marks and identifies all equipment before issuing or storing.

Monitors equipment rooms and coaches’ offices, authorizes who may enter, issue or requisition equipment.

Permits the athletes to only be in authorized areas of the building at the appropriate times.

Examines locker rooms before and after practices and games, checking on general cleanliness of the facility.

Responsible for cleanliness and maintenance of specific sport equipment.

Secures all doors, lights, windows and locks before leaving building if custodians are not on duty.

Instills in each player a respect for equipment and school property, its care and proper use.

PUBLIC RELATIONS:

Organizes parents, coaches, players and guests for pre-season meetings.

Promotes the sport within the school through recruiting athletes who are not in another sports program and promotes the sport outside the school through news media, youth programs, or in any other feasible manner.

Responsible for the quality, effectiveness and validity of any oral or written release to local media as directed.

Responsible for maintaining good public relations with news media, social media, booster club, parents, officials, volunteers and fans.

Presents information to news media concerning schedules, tournaments and results.

Reports or delegates reporting of all game results to the appropriate news media and makes appropriate announcements at school.

OTHER FUNCTIONS OF THE JOB INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Valid Minnesota coaching certification or meets acceptable criteria for non-licensed coach – completion of 60 clock hours of instruction in first aid and the care/prevention of athletic injuries and completion of the coaching methods or theory course required for head coach certification by the MSHSL.

Prefer employment as a teacher in the Farmington School District.

Has the ability to organize and supervise a total sports program.

Must have previous successful coaching experience in assigned sport.

Must have substantial knowledge of the technical aspects of the sport.

Ability to work collaboratively with students, parents and other members of the community.

Has a thorough knowledge of all the policies approved by the Farmington Board of Education and is responsible for its implementation by the entire staff of that sports program.

Has knowledge of existing system, state, MSHSL, Region and Conference regulations; implements same consistently and interprets them for staff.

Strives to improve skills by attending clinics and using resources made available.

Must have excellent computer skills in order to organize program and communicate with staff and parents.

Proven ability to maintain regular attendance and flexibility of time for program.