POSITION: Head Middle School Coach

JOB SUMMARY: Promote a fundamentally sound athletic program with emphasis on physical and skill development of the individual and to encourage a positive attitude toward fair play and sportsmanship.

QUALIFICATIONS: Valid Iowa coaching certificate

REPORTS TO: Middle School Athletic Director and Head coach

PERFORMANCE RESPONSIBILITIES:

PERSONAL PERFORMANCE CRITERIA
- Works well with others, maintaining positive and effective communication with school personnel and students
- Contributes to creating a positive work environment
- Demonstrates integrity and respects confidentiality
- Arrives on time and works consistently until the end of his/her scheduled day
- Takes advantage of professional growth opportunities related to his/her specific job
- Works independently and with confidence
- Demonstrates ability to grasp and adjust to new and changing situations
- Demonstrates initiative and ability to work without close supervision
- Cooperate with the Athletic Director and/or Principal on all matters pertaining to the scheduling of contests and the purchasing of equipment.
- Notify all eligible students as to dates of receiving equipment and dates and times of practice sessions.
- Insure that facilities and equipment are ready for use and that equipment is issued.
- See that all coaches assigned to the sport know their duties and responsibilities.
- Make certain all ordered equipment has arrived.
- Recruit student managers for the season and instruct and guide them.
- Administer an effective system of lock locker and towel distribution and collection in cooperation with the Athletic Director and/or Principal.
- Be responsible to the Athletic Director and/or Principal for the total conduct of the sport.
- Organize oversee and conduct all practice sessions.
- See that all squad members have had a physical examination by a doctor.
- Make certain all squad members have been given the opportunity to be covered by some insurance program.
- Accompany squads to all home and away competitions
- Instruct squad members on proper use and care of equipment.
- Insure that equipment is cleaned and/or repaired whenever necessary.
- Make certain locker and equipment rooms are maintained in a neat and proper manner.
• Secure adequate locker room supervision.
• Insure all athletic injuries are cared for in a professional manner and reported to the school nurse.
• Work out details of out-of-town transportation with the Athletic Director.
• Keep daily attendance records.
• Keep such statistics as are necessary for school records.
• Make certain all equipment is checked in repaired cleaned and stored.
• Inventory all equipment and recommend to the Athletic Director those new items to be purchased for the following season. Submit an inventory report to the Athletic Director annually at the end of the season.
• Provide squad lists and program information to the Athletic Department at the beginning of the season.
• Complete an "End of the Season" report form to be furnished by the Athletic Director at the end of the season.
• Perform other tasks and assume responsibilities as assigned by the Athletic Director and/or principal.

PROFESSIONAL PERFORMANCE CRITERIA
• Assist in preparation, maintenance, repair and storage of equipment.
• Assist in issuing equipment.
• Assist in seeing that training rules are enforced and violations are reported.
• Assist in seeing that injury and insurance reports are made and are on file.
• Assist in maintaining the locker and equipment rooms in a proper manner.
• Be at all practice sessions and all games or be available for a scouting assignment.
• Assist with the checking in of equipment and in taking inventory.
• Assist in the administration and supervision of the towels, locks and lockers used during the specific athletic season.
• All other duties as assigned by head coach or Athletic Director.

EVALUATION: Job evaluation will be conducted in accordance with the Master Agreement.

Non-discrimination Statement
It is the policy of the Johnston Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices.

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact Laura Kacer, Executive Director of Human Resources, 5608 Merle Hay Road, Johnston, Iowa 50131, (515) 278-0470.