

JOB DESCRIPTION
HEAD FOOTBALL COACH

Develop, promote, and establish a comprehensive football program at all levels that will insure a competitive and progressive philosophy which adheres to the policies of the Joliet Township High School Board of Education, District 204 and the Illinois High School Association.

Exemplify, promote, and motivate good sportsmanship and proper ethical behavior at all times.

Present a document which includes all aspects of the football program. This shall include, but is not limited to: player supervision, safety and instruction; football strategies and techniques utilized; coaches and players expectations and objectives; all public, parent and staff communications and relations; equipment care and inventory; practice and game preparation; and evaluation of the program.

Maintain records and present evidence that all players have received a medical examination and have been cleared to play by a medical doctor.

Require that all players have a signed parent permission statement/card before they are allowed to participate.

Maintain an updated scholastic eligibility record and communicate ineligibility problems with the staff, parents, and Athletic Director.

Collect and record all fees required for the football program. These fees and proceeds must be submitted to the Business Office within three working days of collection.

Insure that no player participates if their student activity fee is not paid.

Follow the guidelines of the athletic department code of conduct and adhere strictly to the IHSA rules and regulations, especially 6.011 and 6.012.

Establish a system for supervision of players which will insure proper behavior before and after practice, on the bus, and during games.

Insure that no student player will participate in football if any of the directives above have not been instituted.

Demonstrate a concise understanding of the fundamentals, techniques, and strategies of football at the high school level.

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Instruct and motivate the assistant football coaches in the methodology, fundamentals, techniques and strategies of the program in a positive manner.

Delegate and supervise the assistant coaches as to their roles and responsibilities.

Develop a public relations process to insure positive communication between the parents, staff, press, and the public.

Design and establish practice schedules that will coordinate with the District Transportation Director. Submission of practice schedules to the Athletic Director will help establish proper procedures.

Record, maintain, and communicate all team and individual player statistics and records, regarding contest results to the S.I.C.A. statistician, Athletic Director, schools newspapers and yearbook, the press (newspaper and radio) in a timely and consistent manner.

Establish a consistent scouting process and provide the schedule for scouting to the assistants and Athletic Director.

Insure that each assistant has a daily practice plan and its results are communicated to the head coach at least once a week.

Provide individual instructions to the players daily in the fundamentals and techniques of the program.

Obtain approval from the Athletic Director on any and all fund raising activities. Submit proceeds to the District Business Office within three working days. Maintain records of all transactions with said fund raising.

Record, maintain, and submit accurate records of all inventory belonging to the football program.

Submit a budget needs request form to the Athletic Director by February 1 annually.

Distribute, collect, and maintain a record of all equipment distributed each season. Delegate assistant coaches to assist with this process.

Evaluate and submit to the Athletic Director evaluations on all assistant football coaches by December 15 of every season.

Hold meetings with coaches, players, and parents. Consistent meeting schedules are a must.

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Provide off season programs and camps for players that follow the guidelines of the IHSA and the Board of Education.

Maintain a positive working relationship with the staff, administration, and maintenance crew.

Communicate with the maintenance supervisor and head groundskeeper on concerns they may have regarding the program.

Meet on a weekly basis with the Athletic Director on the progress of the program.

Assist the Athletic Director in planning and promoting the awards night and other team functions.

Maintain a record of the players off season eligibility and training performance.

DJP:ig
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