

JOLIET TOWNSHIP HIGH SCHOOL  
HEAD COACH JOB DESCRIPTION

JOB TITLE: Head Coach

QUALIFICATION: Certified to teach in the State of Illinois **OR** certified to coach by the I.H.S.A. Experience in activity; previous experience playing and/or coaching desirable.

REPORTS TO: Athletic Director

SUPERVISES: Assistant Coaches

TERMS OF EMPLOYMENT: Annual contract

EVALUATION: Annually by Building Director of Student Activities and Athletics

MAJOR ACTIVITIES:

I. GENERAL DUTIES AND RESPONSIBILITIES

A. Organizational and Administrative

1. Establish a program philosophy consistent with those of the athletic department, the school, and the district.
2. Establish a program within the rules and regulations of the athletic conference, the state high school association and the national federation. Communicate all rule infractions to the Director. This includes violations of the Extra Curricular Participation Code.
3. Establish a working relationship with all assistant coaches, athletic department members, faculty, and administrative personnel.
4. Establish aims and objectives to be accomplished.
5. Participate in the recruitment, selection, placement, evaluation, and retention or dismissal of all assistant coaches.
6. Recommend to the athletic director all possible scheduling dates, sites, and tournaments that your teams would like to participate in during the coming seasons.
7. Recommend to the athletic director, and conference assignment chairman, all officials acceptable for the coming season.

8. Recommend to the athletic director all equipment and supplies that are in need of repair or replacement for the coming season.
9. Recommend to the athletic director all facility uses and improvements that are needed for the coming season.
10. Recommend to the athletic director any special equipment that is needed for the coming seasons.
11. Recommend to the athletic director any special events (parent night, preview night, etc.) that you and your teams would like to participate in during the coming season.
12. Establish a communications program between parents, athletes, and coaches.
13. Maintain the website under the direction of the Athletic Office.
14. Ensure that all athletes are registered with the athletic office prior to beginning practice.

## II. PRE-SEASON DUTIES AND RESPONSIBILITIES

### A. Organizational and Administrative

1. Submit to the athletic director a list of all facilities to be used for practices, contests or meetings. Include any special equipment or services needed such as mats, sleds, field markings, etc.
2. Submit to the athletic director a list of all transportation needs for contests. Include the number to be transported and the estimated times of departure, arrival and return.
3. Submit to the athletic director a list of all medical and training supplies needed for practices and contests.
4. Hold and chair staff meetings and staff clinics.
5. Coordinate all methods of instruction to be used by your staff.
6. Coordinate all facilities and equipment to be used by your staff.
7. Coordinate all practice schedules of squads in your program.
8. Set up scouting schedules for your staff.
9. Develop a scouting system for your staff.

10. Share scouting reports with your staff and squad.
11. Perform appropriate public relations activities such as cooperating with booster organizations, local newspapers, etc.

### III. IN-SEASON DUTIES AND RESPONSIBILITIES

#### A. Organizational and Administrative

1. Organize all squads for competition.
2. Organize and coordinate all equipment, supplies and facilities to be used by all squads in your program.
3. Organize and coordinate all practice and game scheduling for all squads in your program.
4. Develop a system for collecting from all athletes in your program (due prior to first practice).
  - a. Parent Permit Card
  - b. Sports information card
  - c. Evidence of a physical exam
  - d. All fees due (towel, lock, etc.)
5. Develop a system for the distribution and collection of all equipment used by athletes in your program.
6. Develop a system for the assigning of student lockers in the appropriate team rooms.
7. Submit to the athletic director a list of all squad members to be placed on the eligibility list (due 10 days prior to first contest).
8. Submit to the athletic director a complete roster (where applicable; due 10 days prior to first contest).
9. Submit to the athletic director the names of all additional squad members as they occur during the season.
10. Submit to the athletic director the names and reasons for all squad members that have been dropped from the squad as they occur during the season.

11. Submit to Health Service the proper accident form for all athletes injured while participating in your program.
12. Report the results of all contests to the appropriate media following all athletic contests involving teams in your program (local paper, local radio station, school announcements, conference publicity director, etc.).

#### B. Instructional

1. Coach to the system that you and your staff have agreed upon.
2. Use coaching methods consistent with the philosophy of the school, the athletic department, the by-laws of the state and conference, and the rules of the sport.
3. Use sound methods of instruction, taking into consideration the care of equipment, the safety of the athletes, and the rules of the game.
4. Prepare your team fundamentally, physically, emotionally, and psychologically.
5. Instruct to all phases of the game.
6. Use a wide variety of methods of instruction such as demonstration, participation, films, and meetings.
7. Use a wide variety of drills.
8. Use a wide variety of available facilities.
9. Use a wide variety of available equipment.
10. Hold team meetings to communicate with all squad members.
11. Communicate to all squad members exactly what is expected of them at school, at practice, in games, in the locker room and on trips.
12. Communicate to all squad members the disciplines for breaking team rules.
13. Insist that all squad members participate in all phases of practice in an athletic manner.

#### C. Supervisory

1. Provide for supervision of all squad members in the locker room, training room, practice areas and on trips.

2. Demand proper conduct and sportsmanship of all squad members at athletic contests, both in game and on the bench.
3. Demand proper conduct and sportsmanship of all staff members at athletic contests, both in game and on the bench.

#### IV. POST-SEASON DUTIES AND RESPONSIBILITIES

##### A. Organizational and Administrative

1. Submit to the athletic director accurate records of all contests played in your sport.
2. Submit to the athletic director a list of those athletes that have completed the season and the award they are being recommended to receive.
3. Keep accurate statistics that are important for the promotion and evaluation of individuals in your program.
4. Submit to the proper authorities and media the names, statistics, and accomplishments of all athletes that are being recommended for high athletic and scholastic honors.
5. Cooperate with university coaching staffs and professional scouts in the evaluation of athletes in your sport.
6. Recommend to university coaching staff those athletes in your sport that merit scholarships or grants.
7. Collect all equipment used by staff, athletes and managers.
8. Report to the athletic director all equipment damaged, lost or stolen, and the names of those responsible for its replacement.
9. Submit to the athletic director a complete inventory of all equipment on hand and its general condition.
10. Identify equipment that needs to be replaced and repaired.
11. Submit to the athletic director a list of new equipment that you feel is necessary for your program for the next season, prepare budget recommendations, and order equipment and supplies according to established District purchasing procedures.