

Middle School Coach Job Description

TITLE: Middle School Head Athletic Coach

QUALIFICATIONS:

- a) Valid State of Connecticut Five Year Renewable Coaching certification or temporary certification
- b) Ability to organize and supervise a total sports program
- c) Successful coaching experience in assigned sport desired
- d) Substantial knowledge of the technical aspects of the sport desired

REPORTS TO: Director of Athletic Programs

SUPERVISES: A middle school athletic team and assistant coaches as assigned

JOB GOAL:

- 1. Provide instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.
- 2. To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success.
- 3. Create an inclusive environment that promotes sportsmanship and opportunity for growth and school pride.
- 4. Supports middle school philosophy of maximizing participation, providing opportunity, stressing academics and sportsmanship

DUTIES AND RESPONSIBILITIES:

- a) Has a thorough knowledge of all athletic policies approved by the Madison Board of Education and is responsible for their implementation by the entire staff of the athletics program.
- b) Has knowledge of existing system, state and league regulations; implements them consistently and interprets them for staff.
- c) Understands the proper administrative line of command and refers all requests or grievances through proper channels. Is aware of all public/staff/departmental meetings that require attendance.

ADMINISTRATIVE DUTIES:

- d) Assists the Director of Athletic Programs in scheduling practices and contests, confirming transportation schedules and updating requirements for tournament and special sport events.
- e) Assists in the necessary preparation to hold scheduled sport events or practice and adheres to scheduled facility times. Coordinates program with maintenance and school employees.
- f) Provides documentation to fulfill state and system requirements concerning physical examinations, parental consent and eligibility.
- g) Provides proper safeguards for maintenance and protection of assigned equipment and site.
- h) Advises the Director of Athletic Programs and recommends policy, method or procedural changes.
- i) Completes all yearend reports, as timelines require.

RESPONSIBILITIES OF STUDENTS:

- j) Provides training rules and any other unique regulations (with pre-approval of Director of Athletic Programs) of the sport to each athlete who is considered a participant.
- k) Gives constant attention to a student athlete's grades and conduct
- l) Provides assistance, guidance and safeguards for each participant by presence at all practices, games and while traveling
- m) Initiates programs and policies concerning injuries, medical attention and emergencies
- n) Completes reports of all disabling athletic injuries on proper forms and submits to athletic office within 24 hours
- o) Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary and contacts parents when a student is dropped or becomes ineligible
- p) Ensures all student-athletes and team captain's attend required athletic department functions
- q)

FINANCE, EQUIPMENT & FACILITIES:

- r) Participates in the budget process with the Director of Athletic Programs. Recommends equipment upgrades and purchases with each year-end report. Is responsible for operating within budget appropriations
- s) Is accountable for all equipment. Arranges for issuing, storing and reconditioning of equipment and submits annual inventory and current records as timelines require. Documents unreturned equipment and follows policy to secure return or sanctions of student-athlete.
- t) Responsible for cleanliness and maintenance of specific sport equipment. Properly marks and identifies all equipment before issuing or storing
- u) Permits student-athletes to be in authorized and supervised areas at the appropriate times
- v) Examines locker rooms before and after practices and games. Checks on general cleanliness of the facility
- w) Secures all doors, lights, windows and locks before leaving building or facility when custodians are not on duty
- x) Instills in each player a respect for equipment and school property, its care and proper use

PUBLIC RELATIONS:

- y) Organizes parents, coaches, players and for pre-season meetings
- z) Promotes the sport within the school by recruiting student-athletes that are not participating in athletics.
- aa) Distribute team rosters, contest schedules and descriptions of contest locations to all players and parents
- bb) Develop and communicate team selection criteria
- cc) Organize annual team community service project
- dd) Monitor student-athlete attendance/behavior/academic status weekly
- ee) Determine and procure team awards
- ff) Communicate daily with athletic office and health/athletic training office
- gg) Establish rapport with school administration and main office staff