

MAUMEE BOARD OF EDUCATION

JOB DESCRIPTION

<u>Title:</u>	10.75 Track - HS – Head
<u>Reports To:</u>	Athletic Director, Principal, Superintendent
<u>Employment Status:</u>	Supplemental Contract
<u>FLSA Status:</u>	Exempt
<u>Qualifications:</u>	<ol style="list-style-type: none">1. Valid driver's license.2. Minimum of high school diploma; post-secondary work desirable.3. State of Ohio teaching certificate/license preferred (not required.)4. Possess coaching and administrative abilities.5. Required attendance at a sports medicine credit inservice (3 and/or 6 hours).6. Ability to relate to and inspire young athletes.7. Knowledge of preventive measures and care for athletic injuries.8. Organizational skills/resources to enhance the program.9. Skill in oral presentations.10. Cooperative attitude in working with the athletic director, other coaches, the administration and community members.11. Desire to invest time during season and off season.12. Knowledge of track skills with emphasis on fundamentals.13. Knowledge of training and conditioning techniques.14. Ability to diagnose player deficiencies/prescribe corrective activities.15. Ability to make minor repairs on equipment.16. Must have van driver certification.
<u>General Description:</u>	To prepare a track team for interscholastic competition; provide opportunity for the development of each player.
<u>Essential Functions:</u>	<ol style="list-style-type: none">1. Encourage students to participate in the program; take final responsibility for team roster.2. Account for the condition, inventory, distribution and procurement of all equipment.3. Account for the procurement and distribution of all medical supplies and equipment.4. Account for assignment of lockers and the condition of the locker room.5. Schedule, record and assist, as needed, with physical examinations for all players.6. Account for the collection of all fees.7. Instruct and assist players in the care and prevention of injuries.8. Shall be accountable for all players meeting necessary requirements pertaining to physicals, permission/information forms, athletic fees, and all general eligibility procedures.

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9. Attend rules interpretation meetings.
10. Assist in the preparation of outside facilities for all games and practice sessions.
11. Schedule, plan, and conduct all practice sessions.
12. Accountable for player behavior during practice sessions, meetings, locker room activities, bus trips, and other activities under the auspices of the program.
13. Schedule and conduct meetings to discuss forthcoming opponents.
14. Attend as many reserve games as possible, if applicable.
15. Contribute to public relations by providing information to local media, school newspapers, and other school publications.
16. Correspond with college and university personnel to assist players in acquiring athletic scholarships.
17. Communicate with classroom teachers to determine the achievement level of each player.
18. Participate in awards program by distributing awards to the players.
19. Instruct and supervise managers and statisticians in game and practice preparation.
20. Evaluate players after each game and at the end of the season.
21. Develop and enforce training rules; enforce the Student Code of Conduct.
22. Obtain a building permit when needed.
23. Be knowledgeable about, and follow rules and regulations of, the Ohio High School Athletic Association.
24. Attend Maumee Athletic Boosters meetings at least three times per year (one must be during the respective coaching season).
25. Attend departmental and seasonal coaching meetings when called by the athletic Director.
26. Compliance with district policy and administrative guidelines regarding drugs and alcohol.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings;
2. Help instill in students the belief in and practice of ethical principles and democratic values;
3. The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District and
4. Perform other tasks related to the coach's duties as assigned by the athletic director, principal or superintendent.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction among unruly children.

7/02

Revised 4/04

Revised 3/05

Revised 2/19