



JOB DESCRIPTION

CHEER – HEAD COACH

April 2026

Position Type:	Extra Duty – Expires annually on June 30
Reports to:	Spirit Coordinator & Athletic Director
Department:	Athletics
Pay Scale:	Negotiated Annually
Overtime Status:	Exempt/Contracted
Job Number:	170
Security Access:	Site Access

POSITION SUMMARY

The Cheer Head Coach is responsible for developing and implementing training programs, teaching skills and strategies, and fostering sportsmanship. Responsibilities also involve managing the team's logistics like schedules and travel, ensuring athlete eligibility and safety, and supervising assistant coaches. The coach acts as a mentor, communicates with parents and administrators, and represents the program in the community.

QUALIFICATIONS/REQUIREMENTS

- Possesses a current Oklahoma teaching credential
- Possesses the ability to follow all Federal and State regulations, as well as all district policies and processes
- Demonstrates the ability to establish and maintain a high standard of behavior
- Possesses the ability to work cooperatively and collaboratively with others
- Possesses the ability to establish and maintain effective working relationships with students, parents, peers, district staff, and the community
- Possesses state required emergency response certifications
- Possesses a valid driver's license, be able to drive, and qualify under the district's insurance carrier when driving a district vehicle
- Desire to continue career improvement

DUTIES/RESPONSIBILITIES

- Coordinate and supervise Cheer program and team
- Promote an appreciation of physical fitness, teamwork, and sportsmanship
- Design a training program and game program
- Organize and supervise the coaching staff to assure that the program is properly implemented

- Ensure that all athletic activities conform to OSSAA guidelines
- Communicate effectively with all members of the school district and community
- Work effectively with booster clubs and other community organizations
- React to change productively and handle other tasks as assigned

WORKING CONDITIONS

Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Requires prolonged sitting or standing
- Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials
- Occasionally required stooping, bending, and reaching
- Requires some travel. Must work indoors and outdoors year round
- Requires working in noisy and crowded environments

ACKNOWLEDGEMENT

I understand the essential functions of this position as they are listed and verify I can perform the essential duties of this position.

Reviewed by: _____
 Employee / Applicant Printed Name Employee / Applicant Signature Date

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