

Maine School Administrative District No. 6
Job Description

Position Title: Varsity Head Coach
Department: Bonny Eagle High School
Reports To: Athletic Director
Evaluated By: Athletic Director
Supervises: Sub-varsity and Assistant Coaches
Approved By: Salaries and Personnel Committee
Approved Date: September 17, 2013

Job Goal: The varsity head coaches will be responsible to the Athletic Director and the Principal and will provide leadership and direction to the specific sport program, as it exists in grades 9-12. They will be involved in the selection and evaluation of sub-varsity and assistant coaches and will be primarily responsible for developing, defining, and delegating specific duties to them. It is essential that they present themselves as models for athletes in terms of exemplary appearance, character, and sportsmanship.

Qualifications and Requirements:

All coaches are obligated to meet all eligibility standards as outlined by MSAD 6, the SMAA and the MPA.

Education and/or Experience:

Preferred coaching experience in the sport to be coached.

Essential Duties and Responsibilities:

A. Preseason:

1. Organize and verify inventory of equipment to be issued.
2. Initiate requests for field/floor maintenance and necessary custodial assistance.
3. Conduct a preseason meeting for prospective candidates to review the training rules and the different forms that are necessary to complete prior to the practice/competition.
4. Verify that all participants are eligible.
5. Verify the completion of the following activities prior to permitting any student athlete to participate:
 - Physicals or health history updates.
 - Completion of various forms as outlined in the Bonny Eagle High School Athletic Policy – JJIA.
6. Inform the Athletic Director of any volunteer assistant coaches in your program.
7. Ensure that all sub-varsity and volunteer coaches have met all eligibility requirements.
8. Identify, for the Athletic Director, volunteers that will help with game management.
9. Prepare a player handbook.

B. Season

1. Determine and monitor the squad members' academic eligibility stated in the Bonny Eagle Coaches Handbook and Bonny Eagle High School Athletic Policy – JJIA.
2. Submit appropriate paperwork (roster, officials, etc.) to the Athletic Director as requested.
3. Conduct a parent orientation or send a personal letter to the parents outlining the specific program, the coach's expectations, introduction of assistant and sub-varsity coaches and philosophy.
4. Report any changes from the initial roster to the Athletic Director.
5. Organize and conduct all practices, meetings, scrimmages, and contests.
6. Select and define responsibilities of student managers.
7. Determine scouting responsibilities with the assistant/sub-varsity coaches (if needed).
8. Direct the supervision and use of the physical facility during practice sessions. The areas will include the locker room, the equipment room, the training room, the coach's room, the bus and the facility where the practice is occurring. The areas are to be orderly and secured after practices.
9. Attend all Bonny Eagle High School coaches meetings as designated by the Athletic Director.
10. Exercise appropriate emergency action in the event of injuries. Parents are to be notified immediately of an injury sustained by an athlete that requires medical attention or parental observation. Accident report forms must be filled out for all injuries requiring medical attention and submitted to the Athletic Trainer and/or Athletic Director.
11. Direct and assume responsibility for all media releases.
12. Establish and maintain a first aid kit.
13. Complete all paperwork issued by the Maine Principal's Association (MPA).

C. Post Season

1. Collect and inventory all equipment and uniforms and submit the inventory sheet to Athletic Director.
2. Submit list of all students not turning in equipment and uniforms to the Athletic Director.
3. Store all equipment in the areas assigned by the Athletic Director.
4. Compile and submit initial equipment needs list to the Athletic Director.
5. Compile statistics for all contests as may be appropriate and file a season summary with the Athletic Director.
6. Compile and submit a list of athletes who successfully completed the sport season. Determine which athletes are award winners and specific awards to be given to each. Submit this list to the Athletic Director.
7. Complete evaluation forms for all assistant and sub-varsity coaches.
8. Attend a post-season meeting with the Athletic Director to turn in paperwork and receive evaluation.
9. Assist, participate and attend the annual awards assembly.

D. General

1. Assist in other areas as needed and directed by the Athletic Director.

Key Competencies:

Verbal and written communication skills; professional personal presentation; stakeholder service orientation; information management; organizing and planning; attention to detail; initiative; and reliability.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before employees of the District or other stakeholders.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percent, and to draw and interpret bar graphs.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete viable situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or scheduled form.

Other Skills and Abilities:

Knowledge of administrative and clerical procedures; knowledge of computers and relevant software applications; knowledge of customer service principles and practices. Ability to perform duties with awareness of all District requirements and MSAD 6 Board of Director policies.

Physical Demand:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand, walk, use hands and fingers to handle or feel object and/or equipment. The employee frequently is required to reach with hands and arms. The employee frequently must squat, stoop or kneel, reach above the head and reach forward.

The employee must frequently lift and/or move up to 10 pounds. Two people are required when lifting over 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and depth perception.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works both indoors and outdoors.

Work Year:

Sports season as determined by the MPA.

Wage and Benefits:

In accordance to the agreement between the MSAD 6 Board of Directors and the SVTA.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

An employer must consider reasonable accommodations if the prospective employee meets the criteria as a qualified individual with a disability under the Americans with Disabilities Act of 1990 (ADA).

I have read, understand, and am able to fulfill the requirements necessary to perform this job.

Signature:

MSAD 6 Varsity Head Coach

Date