



NORTHEASTERN YORK SCHOOL DISTRICT

JOB DESCRIPTION

Job Title: Middle School Head Coach	Location: Northeastern Middle School
Salary Grade: as per coaches salary matrix	Classification: Extra Curricular
Date: March 11, 2024	Direct Supervisor: High School Head Coach/ Athletic Director/Building Principal

JOB SUMMARY

Instructs athletes in the fundamental skills, strategy and physical training necessary to achieve individual and team success. The coach must instruct and demonstrate behaviors that lead to socially acceptable character development, self discipline, self confidence, and pride of accomplishment in the student athletes. To upgrade his/her knowledge and skills through coaching clinics, observations, consultation, etc.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Maintains a thorough knowledge of all the athletic policies approved by the Northeastern York Schools' Board of School Directors and is responsible for their implementation by the entire staff of the sports program.
- Maintains knowledge of existing system, state and league regulations; implements the same consistently and interprets them for staff.
- 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.
- Performs such other duties which may be assigned by the High School Head Coach, Athletic Director or Building Principal.

STAFF RESPONSIBILITIES

- Establishes the fundamental philosophy, skills and techniques to be taught by staff. Designs conferences, clinics and staff meetings to insure staff awareness of the overall program.
- Trains and informs staff, encourages professional growth by encouraging clinic attendance according to local clinic policy.
- Delegates specific duties, supervises implementation and, at season's end, analyzes staff effectiveness and evaluates all assistants.
- Maintains discipline, adjusts grievances and works to increase morale and cooperation.

ADMINISTRATIVE DUTIES

- Coordinates with the athletic director in scheduling, providing transportation and requirements for tournament and special sport events.
- Assists in the necessary preparation to hold scheduled sport events or practices and adheres to scheduled facility times. Coordinates programs with maintenance and school employees.

- Confirms documentation to fulfill state and system requirements concerning physical examinations, parental consent and eligibility.
- Provides proper safeguards for maintenance and protection of assigned equipment sites.
- Advises the athletic director and recommends policy, method or procedural changes.

STUDENT RESPONSIBILITIES

- Serves as a mentor to each athlete to promote the development and demonstration in student athletes of the character traits of trustworthiness, respect, responsibility, fairness, caring, and citizenship.
- Gives constant attention to a student athlete's grades and conduct.
- By his/her presence at all practices games and while traveling, provides assistance, guidance and safeguards for each participant.
- Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant.
- Initiates programs and policies concerning injuries, medical attention and emergencies.
- Completes paperwork on all disabling athletic injuries on proper forms and submits to the training office within 24 hours.
- Directs student managers, assistants and statisticians.
- 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.

FINANCE AND EQUIPMENT

- Participates in the budgeting function with the athletic director by establishing requirements for the next season. Recommends equipment guidelines as to type, style, color or technical specifications. Is responsible for operating within budget appropriations.
- Is accountable for all equipment and collects the cost of any equipment lost or not returned.
- Arranges for issuing, storing and reconditioning of equipment and submits annual inventory and current records concerning the same.
- Properly marks and identifies all equipment before issuing or storing.
- Monitors equipment rooms and coaches' offices, authorizes who may enter, issue or requisition equipment.
- Permits the athletes to only be in authorized areas of the building at the appropriate times.
- Examines locker rooms before and after practices and games, checking on general cleanliness of the facility. Responsible for cleanliness and maintenance of specific sport equipment.
- Secures all doors, lights, windows and locks before leaving the building if custodians are not on duty.
- Instills in each player a respect for equipment and school property, its care and proper use.

PUBLIC RELATIONS

- Organizes parents, coaches, players and guests for preseason meetings.
- Promotes the sport within the school through recruiting athletes who are not in another sports program and promotes the sport outside the school through news media, little league programs, or in any other feasible manner.
- Responsible for the quality, effectiveness and validity of any oral or written release to local media.
- Responsible for maintaining good public relations with news media, booster club, parents, officials, volunteers and fans.

- Presents information to news media concerning schedules, tournaments and results.

COMPETENCIES

- Strong verbal, interpersonal, and written expression skills.
- Effective colleague, parent and student communication skills.
- Problem-solving skills and technology proficiency.
- Ability to organize and supervise a total sports program.
- Substantial knowledge of the technical aspects of the sport
- Willingness to continue to examine new theories and procedures pertinent to the field.
- Serve as an appropriate role model for student athletes through his/her instructions and actions.
- Performs such other duties which may be assigned by the High School Head Coach, Athletic Director, or Building Principal.

Education and Experience:

- Previous successful coaching experience in assigned sport.
- Other education/experience as accepted by the school board and administration.

Additional Requirements:

- Must demonstrate extreme flexibility, provide excellent communication, and follow directives issued by supervisors.
- Must advise, coordinate and support a staff of high school assistant coaches and middle school coaches in conjunction with the athletic director and respective principal.

Approvals / Additional Supervisors: High School Head Coach, Building Principal

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)