



North Chicago Community Unit School District #187 Position Description

POSITION TITLE: Head Coach

LOCATION: North Chicago Community High School

REPORTS TO: Director of Athletics and Activities

PRIMARY FUNCTION: To instruct athletes in the fundamental skills, strategy, and physical training necessary to realize individual and team success. At the same time, the student shall receive instruction to formulate moral values, pride of accomplishment, acceptable social behavior, self-discipline, and self-confidence.

QUALIFICATIONS:

- A. Has a valid Illinois teacher certification.
- B. Employed as teacher or substitute teacher in District 187.
- C. Previous coaching experience in assigned sports is desirable.
- D. The Head Coach must have substantial knowledge of the sport's technical aspects and continue examining new theories and procedures pertinent to the field.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The success of athletic programs strongly influences the community's image of the entire school system. Public exposure is a considerable responsibility, and community/parent pressure for winning performance is taxing, but it must not override the objectives of good sportsmanship and good mental health. The position includes other unusual aspects such as extended time, risk injury factors, and due process predicaments. The express intent of this job description is to give sufficient guidance on how to function. In cases that are not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.

Duties and Responsibilities:

- Has a thorough knowledge of all the athletic policies approved by District 187 Board of Education and is responsible for its implementation.
- Knows the existing system and state and league regulations; implements them consistently.
- Understands the proper administrative line of command; refers all student and parent requests or grievances to the Director of Athletics and Activities.

Staff Responsibilities:

- Establishes the fundamental philosophy, skills, and techniques to be taught by staff.
- Design conferences, clinics, and staff meetings to ensure staff awareness of the overall program.
- Trains and informs staff and encourages professional growth by encouraging clinic attendance according to local clinic policy.

- Delegates specific duties, supervises implementation, analyzes staff effectiveness at the end of the season, and evaluates all assistants.
- Maintains discipline, addresses grievances, and works to increase morale and cooperation.
- Maintain discipline and work to increase morale and cooperation within the school sports program.
- Perform other duties that may be assigned by the Coordinator of Athletics/Activities or the Principal.

Administrative Duties:

- Advise, coordinate, and support a staff of high school and middle school coaches in conjunction with the Director of Athletics and Activities and the respective Principal.
- Assist the Director of Athletics and Activities in scheduling and providing transportation to tournaments and special sports events.
- Assists in the necessary preparation to hold scheduled sports events or practices and adheres to scheduled facility times. Coordinates programs with maintenance and school employees.
- Provides documentation to the Athletic Director to fulfill state and system requirements concerning physical examination, parental consent, and eligibility.
- Provides proper safeguards for maintenance and protection of assigned equipment sites.
- Provides training rules and any other unique sports regulations to each athlete considered a participant.
- By being present at all practices, games, and while traveling, the coach provides assistance, guidance, and safeguards for each participant.
- Directs student managers and statisticians on respective teams.
- Determines discipline and delineates procedures concerning due process when the enforcement of discipline is necessary. Contacts parents when a student is dropped or becomes ineligible.
- Adheres to the rules and regulations of NFHS, IHSA, and School Board Policy for coach conduct, certifications, and protocols

Equipment and Facility:

- Collects the cost of any equipment lost or not returned.
- Arrange for issuing and storing equipment and submit to the Director of Athletics and Activities an annual inventory and current records.
- Recommend budgetary items for next year in the area of the program to the Director of Athletics and Activities.
- Monitors equipment rooms and coaches' offices and authorizes who may enter.
- 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 the general cleanliness of the facility. Responsible for the cleanliness and maintenance of specific sports equipment.
- Be present at all practices, games, and while traveling, the coach assists and gives guidance to and safeguards for each participant.
- Instills in each player a respect for equipment and school property, its care, and proper use.

Program Responsibilities:

- Assist the Director of Athletics and Activities in carrying out his/her responsibilities.

- Makes press releases and school announcements.
- Instructs team members as to changes in the rules and teaches fundamentals of the sport as outlined by the Director of Athletics and Activities.
- Maintains a record of the team statistics and requirements for lettering
- Works within that sport's basic framework and philosophy of the Director of Athletics and Activities.
- Attends all required meetings (staff, conference, IHSA, etc.) and carries out scouting assignments as outlined by the Director of Athletics and Activities.
- Arrives early before practices, contests, and meetings to prepare adequately and remains long enough afterward to help players with problems or become involved in staff discussions...
- Helps in the planning and implementing of both in-season and out-of-season conditioning and weight programs.
- Never criticize, admonish, or argue with the Director of Athletics and Activities or any staff member in players' or parents' ears or eyes.
- Strives to improve skills by attending clinics and using resources made available by the Director of Athletics and Activities.
- Attends most of the contests, when possible, of other teams in the program.
- Performs other duties that are consistent with the nature of the position and that may be requested by the Director of Athletics and Activities.

DISTRICT CORE COMPETENCIES:

1. Achievement focus
2. Cultural competence
3. Classroom environment leadership
4. Collaborative communicator/team player
5. Reflective learner
6. Innovative

SALARY RANGE: Stipend; check the rates in the [Collective Bargaining Agreement](#)

This description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. Scheduling flexibility is required to accommodate changing school/district needs. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

The North Chicago Community Unit School District #187 is an Equal Opportunity Employer with established policies prohibiting discrimination on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, genetic information, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, credit history unless a satisfactory credit history is an established bona fide occupational requirement of a particular position or other legally protected categories. The Superintendent of Schools/designee (847-689-8150) addresses questions regarding student discrimination, and the Director of Human Resources (847-689-8150) answers questions concerning staff discrimination.

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