

# **SCHOOL CITY OF WHITING**

## **JOB DESCRIPTION**

**Title:** HEAD COACH

**Reports to:** Athletic Director, Building Principal

**Job objective:** Uses technical expertise to coach the assigned athletic activity.

### **Minimum**

- Meets all current board-approved qualifications for the position.

### **Qualifications:**

- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Relevant coaching experience. Knowledgeable about interscholastic athletic program regulations.

### **Essential**

**Functions:** The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Works with student athletes to improve personal and teamwork skills. Provides guidance and encouragement to help students profit from their participation.
- Upholds board policies and follows administrative procedures. Promotes a professional image of the school corporation. Encourages community partnerships that enhance school programs.
- Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- Reviews procedures and schedules before the start of the season. Consults with the athletic director to evaluate program needs. Promotes the proper use, care, and security of school property.
- Attends all mandatory programs (e.g. rules interpretation, safety clinics, etc)
- Monitors innovations, evaluates activities and recommends program improvements
- Coordinates the development of off-season activities (e.g. summer training, clinics, open facilities, etc)
- Helps parents and students understand program objectives. Explains student responsibilities
- Encourages student involvement in program activities. Verifies medical/scholastic eligibility
- Promotes academic success as an important priority for all students.
- Organizes team tryouts. Maintains the integrity of the selection process.
- Organizes and supervises practice sessions. Coordinates activities with the school calendar. Gives the athletic director a copy of all student communications.
- Ensures that all athletes receive appropriate instruction, support, and opportunities to participate.
- Helps assign and track equipment issued to staff and students.
- Helps supervise the preparation of athletic fields and practice/training areas as directed.
- Teaches precautions and procedures to help students prevent injuries. Ensures that equipment is appropriate for participants' physical development and skill level.
- Ensures that all required medical authorizations forms are on files and readily available. Documents all injuries that require treatment.
- Evaluates individual/team performance. Prepares statistics. develops/refines game strategies.
- Recruits, trains, and supervises student managers, trainers, and scouts
- Helps the athletic director secure personnel for home games when requested

- Uphold the student conduct code. Implements effective pupil management procedures. Models behavior that demonstrates respect for rules, officials, and opponents. Ensures that participant communications do not demean or ridicule mistakes and/or performance.
- Arranges transportation and accompanies the team to sanctioned athletic events. Obtains permission to be away when duties conflict with other assigned duties.
- Provides guidance, communicates expectations, and shows an active interest in student progress.
- Participates in athletic recognition programs. Verifies that participants have fulfilled all requirements for letters, awards, and/or participation certificates.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors
- Supervises approved fund raising projects. Works with the athletic director to ensure that all financial activities are processed through the proper student activity account.
- Supervises collection, verification, and recording of program information as directed.
- Maintains accurate records and submits reports on time using board-approved procedures.
- Participates in staff meetings, conferences, and other required school activities
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities, athletic director and building principal as required by law.
- Performs other specific job-related duties as directed

**Abilities Required:** The following personal characteristics and skills are important for the successful performance of assigned duties:

- Demonstrates professionalism and contributes to a positive work environment
- Acknowledges personal responsibility for decisions and conduct
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group and organizational interactions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Averts problem situations and intervenes to resolve conflicts
- Exhibits consistency, resourcefulness and resilience
- Uses diplomacy and exercises self-control when dealing with other individuals
- Maintains an acceptable attendance record and is punctual.

**Performance Evaluation:** Job performance is evaluated according to policy provisions and contractual agreements adopted by the School City of Whiting.

The School City of Whiting is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.