TITLE: Head Coach

QUALIFICATIONS:
1. Shall possess the personal and professional qualities which will insure a high quality of leadership and instruction.
2. Demonstrated aptitude for successful fulfillment of assigned performance responsibilities.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Athletic Director / Building Principal.

JOB GOAL: To conduct a program, in a particular sport, which recognizes the needs, capacities, and welfare of all participants at their respective age and grade level, and provides an opportunity for the maximum development of performance skills, good sportsmanship, fair play, and ethical conduct.

PERFORMANCE RESPONSIBILITIES:
1. Has full responsibility for the overall supervision of the program including, junior high, frosh-soph, and JV programs.
2. Encourages all prospective candidates to turn out for the team, encourages good scholarship and desirable pupil-teacher relationships.
3. Sees that the dressing rooms, equipment rooms, his/her office, the playing fields, and the floors are always neat and clean. His/her players and managers should be carefully and completely instructed in this respect.
4. Supervises locker rooms closely; making sure that all student/player property is secure and safe. Sees that the players do not damage or deface property or in any way detract or interfere with the host schools' program when an athletic team is on an away-from-home trip.
5. Explains and enforces rules and regulations pertaining to conditioning of players and training rules affecting the health and safety of the players.
6. Is responsible for the safety and welfare of each student making the trip. Must accompany the team to the game and home from the game on the player/coach bus; unless other arrangements have been approved by the Athletic Director or Building Principal.
7. Sees that all team members present a neat appearance while traveling.
8. Sees that all team members ride the team bus to and from all athletic events unless released by the coach to his/her parents or legal guardians. To release a player to someone other than a parent, a note signed by a parent, and approved by the administration, must be presented to the coach before the team departs from the school.
9. Always conduct themselves as ladies or gentlemen before the public no matter what the circumstances.
10. Is responsible for the selection of their own managers, and shall be responsible for the manager's conduct during team practices, participation, and travel.
11. Is responsible for the conduct of all coaches and players under his/her jurisdiction.
12. Is responsible for all of the equipment used in their sport and is solely responsible for seeing that all equipment is checked back in.
13. Makes sure that physicals are current, students must have one every two years (7^{th} -9^{th} – 11^{th} grades), with parents' signature form permission to participate, before they begin practice. These forms are available from the Athletic Director or the Building Principal.
14. Must notify the parent or guardian, and complete the appropriate insurance and accident forms when a participant is injured.
15. Does not leave a practice unsupervised; if unable to be there, cancels practice. STUDENTS MUST BE SUPERVISED AT ALL TIMES. Negligence in this area may leave personnel liable.
16. IS THE LAST ONE OUT OF THE DRESSING ROOMS AND GYMS AT ALL TIMES. Make sure everything is in order before locking up.
17. Upon the return from an away activity, a coach must wait/supervise players until all have been picked up.
18. Reports to the Athletic Director all information needed to complete the OSAA eligibility forms, one week prior to the first contest.
19. Must complete a postseason inventory before the season will be declared officially over.
20. Shall turn in budget requests for all levels of their program.
21. Realizes that a coach has an ethical obligation to any player who is ill or injured. The health of the player is

always the most important factor to consider. Students must be in school all day the day of the activity, and if that is on Saturday, they must be in attendance on Friday, unless the absence has been pre arranged through the office and approved by the administration.

22. Does not allow any student in possession of equipment belonging to the athletic department, or equipment from a prior sport season to participate in any athletics until the equipment is returned or paid for.
23. Uses the appropriate Purchase Order for any purchases with Athletic Directors signature prior to ordering.
24. The Athletic Director will do the scheduling of events. Coaches are to make recommendations to the Athletic Director of their preferences.
25. Keeps all equipment numbers, along with a list of students to whom it is issued, and informs the students of said list so that they will keep track of equipment they were issued.
28. Supports each coach and tries to attend the games, meets, matches, plays, and concerts when possible. He/she is expected to support the entire program and to be an active participant in striving to improve the athletic program as well as the total educational program.
27. Sees that all OSAA and Eastern Oregon League constitutional by-laws are followed.
28. Attends appropriate league meetings.
29. Conducts all staff meetings and is in charge of all tryouts, practices, team meetings, and athletic contests insofar as the team is involved. Meets, at the end of the season, with other coaches in their respective sport, to discuss where improvements may be made. In conjunction with the AD is responsible for evaluations of assistant coaches and their program.
30. Keeps and turns in to the office, all receipts for purchases of equipment, meals, and gas, etc..
31. Does not allow swearing on the part of students or coaches in practice, games, or in the dressing rooms.
32. Does not allow an off-season sport to be played or practiced until after the end of the current sport.
33. The Head Coach of each sport submits in writing to the Athletic Director his/her recommendations for lettering in that sport. Once approved, the criteria must be given to each participant and parents.
34. Performs such other tasks, related to coaching, which may from time to time be assigned by the Athletic Director or Building Principal.
35. Must be certified through the NFHS Coaches Certification Program formerly (ASEP).
36. Needs to attend/carry a current First Aid Card.
37. Must be 15 Passenger Mini-Bus certified.

CONDITIONS OF EMPLOYMENT:

1. Assignment for a coaching position is for one school year only.
2. No person shall be head coach in more than one sport, unless the administration feels that it is reasonable and necessary. However, a person being a head coach in one sport may be an assistant coach in other sports. No person shall engage in coaching two sports at the same time.
3. No coach shall allow a student to participate in after school activities while the same interferes with a student's academic work, nor while suspended from school or activities for disciplinary reasons.

TERMS OF EMPLOYMENT:

The contract for coaching will be on a separate contract. Number of working days shall correspond with the number of days in that particular activity season. Salary shall be set by the current collective bargaining contract. Background check will be performed prior to the volunteer working with Nyssa School District students/athletic programs.

EVALUATION:

Performance of this job will be evaluated annually by the Athletic Director in accordance with provisions of the District Policy.

Building Principal/Athletic Director: _____

Head Coach: _____

DATE: _____