

ORCAS ISLAND MIDDLE SCHOOL HEAD COACH JOB DESCRIPTION

GENERAL FUNCTIONS:

Has responsibility and leadership for overall supervision of his/her program at all levels. Organizes his/her program so that it is consistent with the district and middle school philosophy, goals and objectives. Has the main responsibility for striving to build good sportsmanship and developing good public relations in the school and community. Follows all rules, policies and procedures of the League, District, and school. Is responsible for assuring that all assistants (paid or volunteer), as well as him/herself, know the rules of the Washington Interscholastic Athletic Association (WIAA), Northwest 1A/2B Conference and the Orcas Island School District policies.

SPECIFIC FUNCTIONS:

- Prepare public information releases regarding his/her particular sport.
- Comply with WIAA coaching clock hour program, annually complete WIAA general rules clinic, and WIAA approved rule clinic for the sport being coached, concussion certification and sudden cardiac arrest training as required.
- Complete Safe Schools training as required by Orcas Island School District.
- Keeps abreast of new knowledge, ideas and techniques relating to his or her sport.
- Assist the Athletic Director in the coordination of scheduling events for the sport (usually non-league contests and tournaments).
- Is responsible for adhering to the program specific budget for his/her sport and following rules and procedures for incurring and tracking expenditures and revenues.
- Is responsible for practice sessions for his/her sport within the confines of the time(s) agreed upon by the head coach and Athletic Director. This time will include the supervision of the locker room.
- Is responsible for keeping records for and from the Athletic Director and/or principal.
- Is responsible for attending all required meetings (district and league) pertaining to his/her sport.
- Is responsible for the general health and welfare and safety of athletes.
- Is aware of all safety procedures necessary for their specific sport and relays these procedures to the assistant coaches, athletes and parents.
- Administer a student interest survey/evaluation at the conclusion of the season and gives the surveys and the results of the survey to the Athletic Director.
- Annually fill out the Athletic Program Self Evaluation at the end of the season that evaluates his/her program and makes recommendation for improvement.
- Is in charge of assignments and duties of the assistant coaches (volunteer and contracted) working with his/her sport.
- Is responsible for assuring that all rules, procedures and policies are followed.
- Is responsible for the general upkeep, protection, distribution, collection and inventory of all equipment.

- Is responsible for the appropriate use of school facilities and property.
- The Head Coach or designee must organize, direct, and supervise practice sessions and dressing room facilities any time they are being used by his/her team members.
- The Head Coach must ride the bus to/from all events and follow rules governing in and out-of-state travel.

MINIMUM QUALIFICATIONS:

1. Complies with drug-free workplace rules and board policies.
2. Relevant coaching experience or significant knowledge of the sport.
3. Knowledgeable about interscholastic athletic program regulations on and off season.
4. Documentation of a clear criminal record
5. Must be at least 21 years of age.

PHYSICAL AND ADDITIONAL REQUIREMENTS:

1. Duties may require bending, crouching, kneeling, reaching, standing, lifting, carrying and moving work related supplies/equipment.
2. Duties may require operating and/or riding in a vehicle.
3. Duties may include traveling to meetings and work assignments.
4. Duties may require working extended hours and working under time constraints to meet deadlines.
5. Potential exposure to adverse weather conditions and temperature extremes.
6. Potential for exposure to blood-borne pathogens and communicable diseases.

OTHER DESIRED QUALIFICATIONS:

1. Experience with Middle School Children
2. HS/MS playing and/or coaching experience.

The Orcas Island School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Section 504/ADA Coordinator and Title IX Coordinator: Lorena Stankevich, Special Education Director, 360-376-1561, Istankevich@orcas.k12.wa.us, Orcas Island School District, 557 School Rd., Eastsound, WA 98245

Civil Rights Compliance Coordinator: Eric Webb, Superintendent, 360-376-2284, ewebb@orcas.k12.wa.us
Orcas Island School District, 557 School Rd., Eastsound, WA 98245