

## Owen County Schools

### **JOB DESCRIPTION: Head Coach**

**JOB CLASS CODE: 7346**

### **QUALIFICATION:**

1. High school diploma or GED certificate.
2. Preferred experience in working with children.
3. Pass criminal background check and CAN check.
4. Must meet the qualifications required by the KHSAA.
5. Has the ability to organize and supervise a total sports program.
6. Preferred substantial knowledge of the technical aspects of the sport and continue to examine new theories and procedures pertinent to the field.

**REPORTS TO:** The principal who provides objectives and final evaluation.

**JOB GOALS:** To instruct athletes in the fundamental skills, strategies, and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self discipline, and self confidence.

### **PERFORMANCE RESPONSIBILITIES:**

1. Has a thorough knowledge of all athletic policies approved by the Owen County Board of Education and is responsible for their implementation by the entire staff of the sports program.
2. Has knowledge of existing system, state and league regulations; implements the same consistently and interprets them for staff.
3. Understands the proper administration line of command and refers all requests or grievances through proper channels. Is aware of all public/staff/departmental meetings that require attendance.
4. Does scheduling with assistance from the athletic director, and also provides transportation requests and other requirements for tournaments and special sporting events.
5. Assists in the necessary preparation to hold scheduled sports events or practice and adheres to scheduled facility times. Coordinates programs with maintenance and school employees.
6. In partnership with the Athletic Directors, ensures documentation is completed concerning examination, parental consent, and eligibility to participate.
7. Maintain open communication with student-athletes, parents, school administrators, and other stakeholders.

8. Provides proper safeguards for maintenance and protection of assigned equipment.
9. Oversee the inventory, purchasing, and upkeep of athletic equipment and supplies.
10. Perform other duties as assigned by the principal.

#### **RESPONSIBILITIES TO STUDENTS:**

1. Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant.
2. Gives constant attention to student athletes grades and conduct.
3. His/Her presence at all practices, games, and while traveling, provided assistance, guidance and safeguards for each participant.
4. Collaborates with the Athletic Trainer and Athletic Director to initiate programs and policies concerning injuries on proper forms and submits to the athletics office within 24 hours.
5. Apply and enforce student discipline during athletic contests, practice sessions, and trips off school property, encouraging sportsmanlike conduct.
6. Ensure the safety and well-being of student-athletes during practices, games, and all team-associated events.
7. Maintain accurate records of student-athlete participation, attendance, and eligibility.
8. Monitor student-athlete progress, provide constructive feedback, and help them develop their skills and character.
9. Lead and guide the team, fostering a positive team culture and environment.
10. Records statistics on KHSAA website after contest (if applicable).

#### **FINANCE AND EQUIPMENT:**

1. Attend required annual Redbook training and abide by procedures and regulations.
2. Participate in the budget process with the athletic director Recommends equipment guidelines as to type, style, color or technical specifications. Is responsible for operating within budget appropriations.
3. Coordinate fundraising activities to support the athletic program.
4. Responsible for cleanliness and maintenance of specific sports equipment. Properly marks and identifies all equipment before issuing and storing.
5. Ensure the proper cleaning, maintenance, and organization of athletic facilities.
6. Completes end of season inventory of uniforms and equipment.

#### **PUBLIC RELATIONS:**

1. Attends the pre-season (Fall, Winter, Spring) parent/player meeting and conducts a team meeting during that time.
2. Organizes parents, coaches, and player meetings throughout the season as needed for communication.

3. Ensures quality, effectiveness and validity of any oral or written release to local media.
4. Maintains good public relations with media, booster club, parents, officials, volunteers and fans.
5. Presents information to the media concerning schedules, tournaments and results.
6. Representing the athletic department at community events and meetings.

**TERMS OF EMPLOYMENT:** Salary and number of days per year set annually by the Board of Education.

Reviewed by (printed name of employee): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

