

POSITION DESCRIPTION

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| POSITION TITLE | Interscholastic Athletics Coach | | | | |
| LOCATION | Middle Schools and High Schools | | | | |
| PAY GRADE | District Coaching Supplement Scale | FLSA STATUS | Non-Exempt | | |
| REPORTS TO | Athletic Director/Principal | | | | |
| WORK WEEK SCHEDULE | Monday - Friday | WORK HOURS | 3:00 PM- 8:00 PM; varies depending on season, includes nights and weekends | MONTHS/YR | PT |
| POSITION PURPOSE | To instruct student athletes in the fundamental skills, strategy, 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. | | | | |
| MINIMUM QUALIFICATION STANDARDS | | | | | |
| KNOWLEDGE, SKILLS, AND ABILITIES | <ul style="list-style-type: none"> • Ability to organize and supervise a total sports program • Previous successful coaching experience • Substantial knowledge of the technical aspects of the sport and at the same time must continue to examine new theories and procedures pertinent to the sport • Must know and follow the rules of the North Carolina High School Athletic Association, the North Carolina Department of Public Instruction, and the Pender County Board of Education | | | | |
| EDUCATION, TRAINING, AND EXPERIENCE | <ul style="list-style-type: none"> • Successful completion of the NFHS “Fundamentals of Coaching” certification course • Annual completion of the NFHS “Concussions in Sports” course or an equivalent concussion curriculum prior to the first date of practice in their sport • If coaching cheerleading, must complete the NFHS “American Association of Cheerleading Coaches Spirit Safety Certification” course prior to the first date of practice • Current CPR/AED certification; recommended to successfully complete the NFHS “First Aid for Coaches” course • Must complete the NFHS “Sudden Cardiac Arrest” Course after June 1 and prior to the first practice • All high school head coaches must attend one of the NCHSAA state rules clinics in their assigned sport. | | | | |
| CERTIFICATION AND LICENSE REQUIREMENTS | Must hold and maintain a valid motor vehicle operator’s license according to the State of NC requirements | | | | |
| SPECIAL REQUIREMENTS | Ability to work flexible hours (evenings, weekends) | | | | |

PREFERRED QUALIFICATIONS

- Hold valid driver license for driving an activity bus in Pender County Schools
- Be a bona fide member of the school faculty
- Be an Accredited Interscholastic Coach or Certified Interscholastic Coach by the NFHS
- Playing experience at the high school and college level

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Holds organizational meetings for team prospects and encourages potential athletes to participate in the sport
- Assesses a player’s skill and assigns team positions
- Develops a regular practice schedule and organizes practice time to provide both team and individual development
- Works with the athletic director to schedule facilities for practices and competitions
- Assigns duties to an assistant coach as necessary
- Coaches and Instructs players, individually or in groups, regarding the rules, regulations, equipment, and techniques of the sport
- Observes players, during competition and practice to determine the needs for individual or team improvement
- Determines game strategy based on the team’s capabilities
- Establishes and maintains standards of student behavior and provides proper supervision of athletes at all times
- Monitors the academic performance of team members to ensure that eligibility standards are met; and encourages student athletes to maintain high academic standards
- Follows established procedures in the event of an athlete’s injury
- Conferences with parents/guardians, as necessary, regarding the athletic performance of their student
- Follows state, conference, and district regulations governing the athletic program
- Models and maintains appropriate conduct and behavior towards players, officials, and spectators
- Acts a team representative and promotes the sport by communicating with booster clubs, service organizations, and the school community
- Maintains and cares for equipment, supplies, and uniforms, including correct inventory of same
- Assist with the maintenance of athletic playing areas (i.e. mowing grass, picking up debris, operating a weed eater)
- Attends staff development, clinics, and other professional activities to improve performance
- Performs other duties as assigned by the Principal and Athletic Director

WORKING CONDITIONS

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| PHYSICAL DEMANDS | <ul style="list-style-type: none"> • Must be able to use a variety of office equipment such as computers and copiers • Must be able to frequently lift, carry, push, pull or otherwise move objects up to 20 pounds • Due to the amount of time spent working on the computer, standing and walking, physical requirements are consistent with those for light work |
| WORK ENVIRONMENT | <ul style="list-style-type: none"> • Must be able to work in office and public school environments, and come into direct contact with staff and students • Travel is required to schools and Central Services offices |

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, at any time.*

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| VERSION DATE(S) | 07/01/2019 |
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