



## JOB DESCRIPTION

### **HEAD FLAG FOOTBALL COACH**

This position is responsible for coaching and providing direction to student athletes so they may achieve a high level of skill as well as an appreciation for discipline, sportsmanship and teamwork in flag football.

#### **MINIMUM QUALIFICATIONS**

1. Hold a valid First Aid, CPR Adult & Child certification, and AED card. Certification must be obtained from a “hands-on” class (rather than online) in order to comply with Renton School District policies and procedures.
2. Minimum 21 years of age for head coach and 19 years of age for assistant coach.
3. Demonstrated working knowledge of the above-mentioned sport. Coaching experience preferred.
4. Demonstrated interest in and ability to work well with multicultural high school students, staff and community.
5. Such alternative and/or additional requirements as the district may find appropriate and acceptable.
6. High School diploma or equivalent.

#### **JOB DUTIES**

- Attend meetings as required by Renton School District, league, or affiliated entity.
- Actively monitor and enforce the eligibility of student-athletes in Final Forms
- Coach student athletes including coaching at all team practices and scheduled games/ competitions
- Perform secondary administrative or coaching duties within the program
- Handling game and practice coaching assignments throughout the year
- Fundraising for the program under District Guidelines
- Maintain District policies
- Planning scheduled contests with Athletic Manager

- Gameday roster
- Evaluate assistant coaches and unpaid volunteers
- Ensure the safety of students.
- Finding appropriate meetings and venues
- Communication with students per District policy
- Lead instruction, preparation for competition, and manage all personnel decisions for the program at all levels.
- Ensure effective supervision of students at all required times including locker rooms, bus travel, and during all scheduled team activities.
- Develop and document daily practice plans.
- Coordinate the finances and fundraising activities of the program in collaboration with the school athletic director, ASB, and other school staff in accordance with RSD policies and procedures.
- Manage program inventory, storage, and ensure proper condition of equipment
- Develop and maintain a team handbook that informs families of rules that are specific to the team, outside of the published RSD and WIAA rules.
- Work with, advise, and communicate regularly with booster clubs.
- Supervise and evaluate assistant coaching staff.
- Maintain required coaching certifications as required by Renton School District and the WIAA.
- Ensure program compliance with RSD policies and procedures and WIAA rules.
- Communicate important information with families regularly.
- Assists the Athletic Director in the coordination of scheduling events for the sport (usually non-league contests and tournaments).
- Is responsible for the appropriate use of school facilities and property.

**NOTE:**

- All district coaches are required to complete all online WIAA rules clinic prior to their first practice.
- Completion of all mandatory training and obtaining all necessary certifications is required prior to coaching practices, without exception.
- All district coaches are required to actively participate in the WIAA Coaches Standards Program every three (3) years per WIAA standards.
- This position is open to all individuals, including current employees.