



JOB DESCRIPTION

Head Athletic Coach – Middle / High School

DEPARTMENT: School	SCHEDULE: Head Coach Supplement
REPORTS TO: Principal; School Athletics Director	WORKDAYS: Varied
CLASSIFICATION: N/A	FLSA STATUS: N/A
PCS CODE: N/A	DATE: April 2026

Our Mission: In partnership with our community, we empower students to discover their potential and prepare for a successful future.

Our Core Values: Belonging, Learning, Continuous Improvement and Joy

Our Vision: Richland Two is a dynamic school district committed to creating an environment where students feel connected, engaged, and supported so that they can experience academic and personal achievement.

POSITION SUMMARY

Under general supervision, leads the designated varsity, sub-varsity, or middle school sports program to create a productive, disciplined team culture and develop student-athletes who demonstrate positive influences in their respective schools. In collaboration with the school Athletic Director, plans, implements, and evaluates a comprehensive program that develops student-athlete skills, character, and academic success while building a competitive team committed to sportsmanship and the District's mission and core values. Supervises and develops the coaching staff; ensures compliance with South Carolina High School League (SCHSL) and District policies; and actively engages families and the community to promote a positive team culture.

MINIMUM REQUIREMENTS

Education:

High School Diploma is required. Bachelor's Degree is preferred.

Certification/License:

South Carolina Teacher Certification is preferred.

Must possess a valid South Carolina Driver's License.

Certifications and National Federation of State High School Associations (NFHS) course completions as required by the South Carolina High School League.

Work Experience: Coaching experience in the designated sport is required; or any combination of experience gained through education, certification, and work experience that provides the requisite skills for the head coaching position.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of District policies and procedures that pertain to the specific responsibilities of the position.

- Knowledge of school safety and security procedures.
- Knowledge of South Carolina High School League rules, policies, and procedures.
- Knowledge and use of District-approved computer applications appropriate to the position.
- Proficient and current knowledge of student-athlete development and coaching in the designated sport, including age-appropriate skill progression and conditioning.
- Knowledge of college recruiting initiatives to assist student-athletes with post-secondary opportunities.
- Ability to create and lead a successful varsity, sub-varsity, or middle school athletics program in the designated sport, including year-round planning and evaluation.
- Ability to develop student-athletes' skill levels and motivate student-athletes in a positive manner that emphasizes effort, resilience, and sportsmanship.
- Ability to collaborate with school staff to monitor academic progress and maintain student-athlete eligibility in accordance with District and SCHSL requirements.
- Ability to manage program operations such as practice and game planning, equipment inventory, uniform care, and input into scheduling and budgeting as assigned.
- Ability to communicate effectively with students, parents, school, and District staff in oral and written form.
- Ability to maintain high standards of organization, accuracy, and timeliness in exercising duties.
- Ability to work independently and as a productive member of a team.
- Ability to thrive in a fast-paced, continually changing work environment and to model composure and professionalism for student-athletes and staff.

ESSENTIAL DUTIES

- Provides leadership for the assigned varsity, sub-varsity, or middle school athletics program that communicates a clear vision for the team's success and fosters a positive, motivating environment for the team and coaches.
- Plans, organizes, and implements a comprehensive, year-round athletic program that includes in-season and off-season skill development, strength and conditioning, and appropriate opportunities for student-athletes to compete and improve their performance.
- Stays informed and in compliance with all relevant South Carolina High School League rules, regulations, and procedures.
- Creates and supervises a well-organized coaching staff, including paid and volunteer coaches. Encourages the development of the assistant coaching staff to improve their coaching abilities and provides on-going feedback and support.
- Delegates responsibilities as appropriate to provide adequate supervision for practices, games, and other activities, ensuring effective coverage and clear role expectations.
- Develops and implements successful game plans, including strategic decisions to adjust for opponents' strengths and weaknesses, while modeling integrity and respect for the sport.
- Implements successful coaching strategies to enhance student-athlete development, both individually and as a team. Fosters teamwork and emphasizes student-athlete safety, responsibility, and sportsmanship.
- Designs and conducts practice sessions that are appropriate for the age and ability level of student-athletes; employs a variety of strategies focused on physical conditioning, student-athlete development, maximizing allocated practice time, and successful execution of game strategies.
- Collaborates with school administration, counselors, and teachers to monitor student-athletes' academic progress and behavior, supports interventions as needed, and ensures that all student-athletes meet eligibility requirements.
- Presents a positive image of Richland School District Two and complies with District Board policies at all times. Communicates and enforces team rules, District policies, and codes of

conduct, holding student-athletes and staff accountable to high standards of behavior on and off the court or field.

- Ensures a safe, orderly environment that encourages student-athletes to take responsibility for their behavior. Oversees the supervision and monitoring of student-athletes in various activities and settings, including the gym, practice areas, playing fields/courts, locker rooms, travel to events, etc.
- Oversees the maintenance of accurate, up-to-date records on coaching staff, volunteer coaches, and student-athletes, including participation, eligibility, medical and permission forms, and other documentation required by the school, District, and the SCHSL.
- Establishes a professional rapport with students and staff that fosters their respect. Displays the highest standards for ethical and professional behavior while working with students, parents, school personnel, District staff, community members, and other parties.
- Maintains appropriate, timely communication and collaboration with parents and student-athletes, including preseason meetings, ongoing updates, and post-season feedback as appropriate.
- Adheres to the highest standards of confidentiality concerning sensitive matters, students, and staff.
- Promptly reports incidents or concerns such as fights, suspected alcohol or substance abuse, possession of weapons, student or other health/safety concerns, etc., adhering to appropriate policies and procedures.
- Represents the School/District by providing requested assistance to student-athletes and their families in pursuing post-secondary opportunities, including exposure to college coaches and programs when appropriate.
- Actively engages the community to build positive support for the basketball program through events, fundraisers, outreach, and partnerships that reflect the District's mission and core values.
- Attends required meetings, staff development activities, training, etc., to maintain and improve professional competence, maintain appropriate SCHSL certifications, and remain current with best practices in coaching and student-athlete development.
- Demonstrates prompt, regular attendance and is available to work in person during the season including but not limited to evenings and weekends as necessary for coaching responsibilities and program needs.
- Willingly performs other duties as assigned by the supervisor.

PHYSICAL ABILITIES AND WORKING CONDITIONS

The physical abilities and working conditions are representative of, but not intended to be, an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, Local, or District authorities, the requirements of this position may change to best serve the needs of our students.

Vision: Ability to read small print and view a computer screen for prolonged periods of time.

Hearing: Ability to tolerate exposure to noisy conditions.

Speech: Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone, computer, or virtual setting.

Upper Body Mobility: Ability to use hands to grasp and manipulate small objects; manipulate fingers; twist and bend at wrist and elbows; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

Strength: Ability to lift, push, pull and/or carry objects which weigh fifteen (15) or more pounds on a frequent basis.

Environmental Requirements: Ability to work cooperatively with others; work independently; work indoors; work outdoors as necessary for the position.

Mental Requirements: Ability to read, write, understand, interpret, and apply information on a moderately complex level essential for successful job performance; math skills at a proficiency level appropriate to the position; sound judgment; the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understands and adequately manages stressful situations.

Additional Work Conditions and Physical Abilities: Ability to stand and walk for extended periods. Seasonal travel is required; limited overnight travel required. Reliable transportation required.

Richland School District Two is committed to providing equal access to educational and employment opportunities regardless of race, color, religion, national origin, disability, pregnancy, age, sex, sexual orientation, gender identity status, spousal affiliation, or any other protected characteristic, as may be required by law. As required by Title IX and its implementing regulations, 34 C.F.R. Part 106, Richland School District Two does not discriminate on the basis of sex in its educational programs and activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

This job description is intended to accurately reflect the duties, responsibilities, and requirements of the position. It is not intended to be, nor construed to be, an all-inclusive list of the knowledge, skills, abilities, essential duties, physical abilities and/or working conditions associated with the position. District management/administration reserves the right to modify, add, or remove duties and assign other duties as necessary.

Original Date: April 2025

Update: April 2026