



Position Description

Job Title:	Athletic Coach Job Description	Job Category:	Coach
Department/Group:	Saddle Mountain Unified School District #90	Organizational Relationships:	Directly responsible to the Principal and Athletic Director
Level/Salary Range:	Per Level & Amount approved on Athletic & Extracurriculars Stipends	Blood Borne Pathogen Risk:	At Risk
Work Status:	Exempt -Certified Non-Exempt - Classified	Weight Lifting Requirements:	Up to 50 lb.
Work Days:	Per Approved Athletic Calendar for Sport or as assigned by supervisor	Benefits:	None
Work Hours:	As assigned by supervisor	Fingerprint Card	As required by ARS 15-534 and Governing Board policies
Drug Free Campus	The use of illegal drugs is prohibited. The use of tobacco and other substances is prohibited according to policy.		
Position Summary:			
The Athletic Coach is responsible for leading and developing a school athletic team by promoting skill development, sportsmanship, teamwork, and academic accountability. The coach plans and conducts practices, supervises student-athletes during competitions and team activities, ensures a safe and positive environment, and complies with school, district, and athletic association policies. The coach serves as a positive role model, fostering character, discipline, leadership, and respect while supporting the overall educational mission of the school.			
Position Qualifications:			
• Must possess a valid Level One fingerprint card through the Arizona Department of Public Safety • Valid Arizona Driver’s License • Varsity Head Coaches must possess a valid Arizona Teaching Certificate • Varsity Head Coaches - 2 minimum years of coaching experience, preferred • High School Coaches must be at least twenty-one years of age • Middle School coaches must be at least eighteen years of age • National Federation of High School Association (NFHS) Fundamentals of Coaching Certificate (online professional development available on the NFHS Learning Center Course Page. 12 clock-hour course. Cost between \$50 to \$52) • NFHS Concussion in Sports certificate (online/1 clock hour/free) • NFHS Sudden Cardiac Arrest online/1 clock hour/free) • NFHS Heat Illness Prevention (online/1 clock hour/free) • NFHS Protecting Students from Abuse (online/1 clock hour/free) • CPR/First Aid/AED in person course hands on session required (district provided upon hire)			
External qualified applicants must complete an online application accessible on the SMUSD website under Applitrak Internal qualified applications must submit a letter of interest along with a current resume to the HR office.			
Knowledge and Skills Required:			
To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications for this job description are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.			
Knowledge & Skills required, but not limited to, for this position include:			

- Knowledge of the rules, strategies, and techniques of the assigned sport.
- Ability to teach and develop fundamental and advanced athletic skills appropriate to student-athletes' age and ability levels.
- Knowledge of safe practice procedures, injury prevention, conditioning, and emergency response protocols.
- Understanding of child and adolescent growth, development, and age-appropriate coaching methods.
- Ability to motivate, mentor, and serve as a positive role model for students.
- Strong leadership, communication, and interpersonal skills to effectively interact with students, parents, staff, officials, and community members.
- Ability to foster teamwork, sportsmanship, respect, and good character in student-athletes.
- Knowledge of school, district, conference, and state athletic association rules, policies, and eligibility requirements.
- Ability to organize and manage practices, competitions, schedules, equipment, and team operations.
- Ability to maintain accurate records, complete required reports, and communicate timely information.
- Skill in conflict resolution, problem-solving, and sound decision-making under pressure.
- Ability to supervise students in a safe and positive environment during practices, games, travel, and other team activities.
- Knowledge of first aid, CPR, and concussion awareness (or ability to obtain required certifications).
- Proficiency in using technology for communication, scheduling, video analysis, and recordkeeping.
- Commitment to supporting the academic success, personal growth, and well-being of student-athletes.
- Ability to work collaboratively with school administrators, teachers, athletic directors, and support staff.
- Willingness to work evenings, weekends, holidays, and travel as required by the athletic schedule

Essential Functions:

- Plan, organize, and conduct safe, effective, and developmentally appropriate practices and training sessions.
- Teach sport-specific skills, strategies, rules, and techniques appropriate to the age and skill level of student-athletes.
- Promote academic achievement, good sportsmanship, teamwork, leadership, respect, and positive character development.
- Ensure the health, safety, and well-being of student-athletes by following district policies, safety protocols, and emergency procedures.
- Supervise student-athletes during practices, competitions, travel, and other team-related activities.
- Develop and implement game plans and make strategic decisions during games
- Enforce school, district, league, and state athletic association rules, regulations, and eligibility requirements.
- Communicate effectively with student-athletes, parents/guardians, school administrators, athletic directors, officials, and other coaches.
- Foster an inclusive, respectful, and positive team culture free from discrimination, bullying, and harassment.
- Maintain accurate records, including attendance, equipment inventories, eligibility documentation, statistics, and required reports.
- Inspect athletic facilities and equipment to ensure they are safe and properly maintained; report hazards promptly.
- Coordinate the distribution, care, collection, and inventory of uniforms and equipment.
- Attend required meetings, professional development, and coaching education programs.
- Model ethical behavior, professionalism, and appropriate conduct on and off the field or court.
- Administer first aid within the scope of training and respond appropriately to injuries and emergencies until medical personnel arrive.
- Collaborate with school staff to support student-athlete academic progress, attendance & success.
- Ensure compliance with all district, conference, state, and federal policies related to athletics, including student safety and risk management.
- Maintain a high level of ethical behavior and confidentiality
- Perform other duties as assigned by the Athletic Director or school administration.

Physical Requirements:

Stand, walk, run, bend, kneel, and demonstrate athletic skills for extended periods.

- Lift and carry athletic equipment weighing up to 50 pounds.
- Work outdoors and indoors in varying weather and environmental conditions.
- Travel with teams to practices and competitions, including evenings, weekends, and holidays as required.
- Maintain the physical ability to safely supervise and respond to emergencies involving student-athletes.

These essential functions are broad enough to apply across most middle school and high school coaching positions while remaining consistent with common public school job descriptions.

Working Conditions:

- Work is performed in indoor and outdoor athletic facilities, including gymnasiums, fields, courts, tracks, weight rooms, locker rooms, and other school-sponsored venues.
- Coaches are regularly exposed to varying weather conditions, including heat, cold, wind, rain, and sun, when coaching outdoor sports.
- Requires evening, weekend, holiday, and extended work hours during athletic seasons, including practices, competitions, tournaments, and school-sponsored events.
- Frequent travel to away games, tournaments, and other athletic activities using school-approved transportation.
- Works in a fast-paced environment that requires constant supervision of students and the ability to respond quickly to emergencies, injuries, or changing situations.
- Frequent interaction with students, parents/guardians, school staff, officials, volunteers, and community members, requiring effective communication and professionalism.
- May be exposed to noise, crowds, and high levels of activity during practices, competitions, and special events.
- Must maintain focus and sound judgment while supervising student-athletes and enforcing safety procedures.
- Subject to interruptions and changing priorities based on athletic schedules, weather conditions, and school needs.

Other Functions:

This description is intended to indicate the kinds of duties and responsibilities that may be required of employees given this title. It shall not be construed as determining what the specific duties and responsibilities of any particular position shall be. It is not intended to limit in any way the right of supervisors to assign, direct and control the work of employees under their supervision.

The Saddle Mountain Unified School District is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Saddle Mountain Unified School District does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity or expression, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students. For information regarding discrimination grievance or complaint procedures contact the Director of Human Resources at 623-474-5101.

Reviewed By:	Cabinet	Date:	July, 2026
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