



Job Title: Head Coach – Extra-Curricular Athletics
Division: Secondary Schools
Department: Athletics and Student Activities
Reports To: Building Principal or Designee
Supervised By: High School Athletic Directors

Position Overview

The Head Coach is responsible for leading, developing, and managing the athletic program for a designated sport within the Snohomish School District. This role involves fostering a positive, inclusive, and competitive environment for student-athletes, promoting personal growth, teamwork, and sportsmanship. The Head Coach collaborates with school and district staff, assistant coaches, parents, and community members to ensure a holistic approach to athletic and academic success.

Key Responsibilities

Personal and Professional Conduct

- **Role Model:** Exhibit self-confidence, enthusiasm, and sportsmanship, setting a positive example in appearance, language, and demeanor.
- **Student-Centered Approach:** Prioritize the well-being and development of athletes, placing their growth above winning.
- **Professionalism:** Maintain self-control and integrity in all interactions with students, staff, and the community.

Athlete Development and Relationships

- **Effective Communication:** Build rapport with athletes, promoting clear communication, teamwork, and mutual respect.
- **Academic Support:** Encourage academic success and uphold district policies on academic eligibility.
- **Inclusivity and Fairness:** Respect individual differences among athletes, fostering a team-oriented environment and refraining from favoritism or undue influence.

Collaboration with Coaching and Support Staff

- **Leadership and Guidance:** Communicate program goals, standards, and expectations clearly to assistant coaches and volunteers.
- **Staff Development:** Encourage continuous improvement and professional development of assistant coaches to maintain a cohesive and effective coaching team.

Community and Parent Relations

- **Parent and Community Engagement:** Establish open lines of communication with parents regarding schedules, program goals, and team philosophy.
- **Public Relations:** Maintain positive interactions with school staff, game officials, opposing teams, community members, and local media.
- **Program Support:** Recognize the contributions of community programs and their impact on the school's athletic programs.

Administrative and Procedural Responsibilities

Program and Practice Management

- **Practice Planning:** Design and conduct organized, engaging practice sessions that align with the program's objectives.
- **Resource Management:** Ensure the secure and proper use of facilities and equipment, complying with district policies on safety, cleanliness, and facility use.
- **Policy Adherence:** Abide by Washington Interscholastic Activities Association (WIAA) and district guidelines in all coaching activities.

Budget and Financial Accountability

- **Budget Management:** Participate in budget planning and maintain financial oversight within allocated resources.
- **Resource Utilization:** Effectively utilize resources and adhere to district financial policies.

Documentation and Compliance

- **Athlete Eligibility and Records:** Oversee collection of necessary documentation, including physical exams, consent forms, and eligibility records, in coordination with the athletic office.

Safety and Risk Management

- **Safety Compliance:** Promote and maintain a safe environment for athletes, monitoring equipment and facility conditions.
- **Injury Response:** Follow proper protocols for injuries, adhering to physicians' recommendations for athlete participation and district policies on medical incidents.
- **Emergency Preparedness:** Implement emergency procedures, submitting incident reports to the athletic office within 24 hours of any occurrence.

Technical Coaching and Program Development

Coaching Techniques and Sports Knowledge

- **Technical Expertise:** Demonstrate comprehensive knowledge of the sport's rules, skills, and techniques, applying best practices to athlete training and development.
- **Discipline and Team Morale:** Foster a disciplined, respectful, and cooperative team culture aligned with district policy.

Compliance with Rules and Regulations

- **Regulatory Knowledge:** Stay informed and compliant with WIAA and district regulations, ensuring fair and consistent enforcement of team rules.
- **Academic and Athletic Standards:** Promote adherence to both academic and athletic standards for all athletes.

Professional Growth and Development

- **Ongoing Learning:** Participate in league discussions and attend WIAA-approved clinics to stay current with coaching methods and sport-specific updates.
- **Knowledge of WIAA Updates:** Maintain awareness of annual updates to WIAA regulations and policies.

Required Qualifications

Education and Experience

- **Minimum Age:** 21 years or older.
- **Education:** High School diploma required; a Washington State teaching certification is preferred.

- **Professional Experience:** Previous successful coaching experience in the sport preferred, as well as familiarity with technical aspects of the sport.
- **First Aid & CPR Certification:** Must hold current certifications. Can be provided at time of hire.
- **HIV/AIDS and Hepatitis B Training:** Required. Provided at time of hire.

Skills and Abilities

- **Policy Knowledge:** Thorough understanding of Snohomish School District’s athletic policies.
- **Communication Skills:** Strong communication skills with the ability to interact effectively with diverse groups, including students, parents, and staff.
- **Leadership and Organization:** Strong organizational skills with the ability to maintain a structured and productive environment.
- **Problem Solving and Flexibility:** Ability to adapt to changes, resolve issues effectively, and remain composed under pressure.

The above statements outline the general responsibilities and qualifications for this role and may not capture all duties. The position may involve additional responsibilities based on the program’s needs.

Signature for Darryl Pernat, Executive Director, Human Resource Services

Date

Employee Name Printed

Employee Signature

Date

Revised: November 2024