



JOB DESCRIPTION

Job Title: Head Coach
 Department: Athletics & Activities
 FLSA Status: Non-exempt
 Revised Date: October 2021

Salary Schedule: Athletic Salary Schedule
 Pay Range: varies by sport
 Work Calendar: CHSAA Season
 Hours Per Day: varies

SUMMARY:

To foster an environment where academic integrity, social responsibility, respect for others, and competitive athletic excellence are highly valued. As well as help and develop well rounded individuals both on and off the athletic arena.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.*

Essential Duty / Responsibility Description	Frequency Daily/Weekly/Monthly/Annual y	% of Time
1. Organize, develop and provide appropriate supervision of the program at all levels. This includes but is not limited to practices, games, team travel and locker room management.	D	25%
2. Developing and administering a process for open ongoing communication for administration, athletes, and parents. Developing partnerships with administration, coaches, community, and athletic department for the greater good of the school.	D	10%
3. Establish procedures for proper skill development for all participants, including a process to thoroughly evaluate individual participants in the program, resulting in proper placement of each individual at the appropriate level for participation. This includes but is not limited to off-season workout plans.	D	20%
4. Maintain and oversight of the program's athletic budget, including the responsibility of fundraising for the program's needs.	D	5%
5. Direct, supervise and evaluate all assistant and volunteer coaches and make decisions in conjunction with the building athletic director on all assistant coach employment matters, including hiring, supervision, evaluation and termination.	D	10%
6. Responsible for understanding, adhering, and enforcing, all district Code of Conduct Policies, CHSAA By-Laws, and the sport(s) specific CHSAA Bulletin.	D	5%
7. Monitor athlete attendance/behavior/academic status.	D	5%
8. Basic knowledge and understanding of the signs and symptoms of major injuries, including but not limited to concussions. Ability to administer approved first-aid procedures as necessary, including concussion protocols and administering CPR/AED. Additionally, collaboration with the building trainer for all return to play protocols and limitations.	D	5%
9. Maintain accurate and updated records of all equipment and uniforms. Timely completion of administrative duties.	D	5%
10. Perform other duties as assigned.	ongoing	10%
	Total =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Knowledge of the specific sport.
- Assistant coach in the specific sport for a minimum of 5 years.
- Previous head coaching experience is preferred with a history of encouraging multi-sport participation by student athletes.

LICENSES / CERTIFICATIONS / REGISTRATIONS:

- CHSSA sponsored training in CPR/First Aid, concussion protocol, mental health, CHSSA Bylaws exam and activity specific rules.
- District sponsored training in child abuse and neglect, health and safety protocols, standard response protocols, sexual harassment, Title IX, and expectations of coaches.
- U.S. Citizenship and Immigration Services Employment Eligibility Verification (Form I-9)
- Criminal background check required for hire.

TECHNICAL SKILLS / KNOWLEDGE / ABILITIES:

- Effective oral and written communication skills.
- English language skills, bilingual skills preferred.
- Interpersonal relations skills.
- Advanced leadership skills.
- Customer service and public relations skills.
- Critical thinking and problem-solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Knowledge of behavioral supports and strategies and able to diffuse and manage volatile and stressful situations.
- Knowledge of first aid and athletic training procedures and protocols.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIAL AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers, peripherals and related technology equipment.
- Operating knowledges of and experience with business and productivity software applications and programs.
- Operating knowledge of and experience with general office equipment, telephone systems, copiers, printers, fax machines, etc.

REPORTING AND SUPERVISORY RELATIONSHIPS:

	Position Title
Reports to:	<ul style="list-style-type: none">• Principal
	<ul style="list-style-type: none">• Athletic Director (Building level)
	<ul style="list-style-type: none">• Executive Director of Athletics, Activities & Fine Arts

	Position Title	# of employees
Direct Reports:	<ul style="list-style-type: none">• Assistant Coaches	1 to 8
	<ul style="list-style-type: none">• Volunteer Coaches	1 to 4

- Responsible for or assisting with interviewing, hiring and training assistant coaches; planning, assigning and directing work; appraising performance; rewarding, disciplining and terminating employees; and addressing complaints and resolving problems.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Assist with developing, monitoring and managing specific activity program budget in coordination with building principal and athletic director under the direction of the Executive Director of Athletics, Activities and Fine Arts.

PHYSICAL REQUIREMENT AND WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Physical Activities	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to fingers, handle or feel		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

Weight and Force Demands	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds			X	
Up to 100 pounds		X		
More than 100 pounds	X			

Mental Functions	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate		X		

Work Environment	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions				X
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

Vision Demands	Required
No special vision requirement	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

Noise Level Exposure	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very loud	