

**SNOQUALMIE VALLEY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: **High School Athletic Head Coach**
Reports to: **High School Athletic Director**
Directed by: **High School Athletic Director**
Work Year: **Assigned sports season**

FLSA Status: **Non-Exempt**
Classification: **SCAA**
Oversees: **Assistant Coaches**
Salary: **As Stated in Schedule**

Position Summary: The purpose of the Head Coach is to implement and oversee the entire athletic program for the assigned sport(s). Essential tasks include: providing supervision of other coaching personnel; providing supervision of students during all aspects of the program; using sound instructional techniques in overseeing program activities; serving as a positive role model to student athletes; coordinating with noncoaching personnel as necessary to provide for the needs of the program; and serving in a liaison capacity for the school and program with other schools both within and/or outside the district, to the community, and to various organizations. The employee must understand and abide by all building, District and Washington Interscholastic Activities Association (WIAA) policies, regulations, procedures, and guidelines.

Qualifications Required:

- High School Diploma or GED/equivalent.
- At least 21 years of age at the start of the assigned season.
- Possession and maintenance of current First Aid/CPR/AED card.
- Three or more years of previous experience in coaching the assigned sport.
- Demonstrated effective oral and written communication in the English language, including correct grammar and spelling usage.
- Legally eligible to work for any employer in the United States of America as verified by Form I-9.
- Successful Washington State Patrol and Federal Bureau of Investigation fingerprint clearance.

Essential Functions and Responsibilities:

1. Leads assigned sport(s) with integrity and respect, modeling appropriate behavior in appearance, language, etc.
2. Supervises assistant coaches and student athletes to promote effective student learning through participation in athletic activities.
3. Communicates respectfully and effectively with all stakeholders (e.g., parents, community, students, opponents, officials, and staff).
4. Encourages students to participate in athletic programs and coaches all athletes equitably.
5. Develops and maintains positive relationships with parents, community, students, opponents, officials, and staff.
6. Instructs student athletes to promote effective student learning through participation in athletic activities, including clinics and post season competition.

7. Plans, develops, and implements a safe and effective program for the sport to prepare athletes both physically and mentally to participate with confidence and self-assurance in athletic contests.
8. Formulates behavioral objectives for the coming sports season, encouraging good sportsmanship and a positive attitude in all athletes.
9. Administers fair and consistent discipline, when necessary, in a fair and consistent manner.
10. Emphasizes safety precautions.
11. Provides opportunities for each participant to achieve some success, providing feedback to athletes before, during and at the end of the season.
12. Schedules preseason meeting with parents to establish a personal relationship and to review the total scope of the program.
13. Informs students and staff prior to season about the district's policies and regulations and extracurricular activity contract.
14. Organizes practice sessions that are both stimulating and instructive, and conducted on a regular daily basis with the idea objective of developing and maximizing each athlete's and team's potential.
15. Teaches safe and sound fundamental skills of the sport; prepares daily practice activities and keeps records on file.
16. Emphasizes and promotes good sportsmanship in the conduct of team members and coaches.
17. Abides by regulations in the district Coaches' Handbook
18. Assumes responsibility for all phases of the program involving coordination of facility use and care in conjunction with building athletic director.
19. Follows building and district procedures for budgeting, fundraising, and purchase of equipment through ASB.
20. Follows district procedures for handling injuries, submitting a list of names of students who sustain incapacitating injuries during the season and maintains injury records in conjunction with athletic trainer, the building and district athletic office.
21. Prearranges transportation for the season and post season events and adheres to all field trip/out of district preauthorization, policies, and regulations.
22. Informs students and parents of the proper procedures of eligibility and special rules for the sport; posts rules and issues them to each participant.
23. Establishes an effective system for issuing equipment and maintaining records including dates and times of issuance and assures the systematic return of all equipment, the cleaning and storing of equipment.
24. Performs weekly safety check for all equipment and facilities; holds students responsible for lost equipment; completes inventory lists and provides copies to the building athletic director.
25. Issues letters and awards in accordance with previously established written regulations on file with the building athletic director.

26. Makes written recommendations to building athletic director, regarding program, facilities, and transportation concerns.
27. Assists the Athletic Director in achieving the objectives of the school's athletic program.
28. Maintains fiscal information and records for the purpose of providing an up-to-date reference and audit trail for compliance to District, state and federal regulations and guidelines.
29. Supervises and evaluates assigned personnel for the purpose of maximizing their efficiency and meeting work requirements.
30. Attends all district and building athletic meetings as called by the Athletic Director.
31. Updates knowledge by attending clinics, workshops, and maintaining familiarity with current athletic programs; keeps current regarding rule changes as adopted by WIAA and district.
32. Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Nonessential Skills and Experience:

1. Performs other duties as assigned. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Success Factors/Job Competencies:

1. Demonstrated knowledge of, and ability to follow building, District and WIAA policies, regulations, procedures and guidelines.
2. Demonstrated knowledge of effective coaching practices and techniques for the assigned sport.
3. Demonstrated ability to comply with WIAA coaching standards.
4. Demonstrated ability to motivate students.
5. Demonstrated ability to exercise fairness in working with student athletes.
6. Demonstrated ability to conduct oneself in an ethical and exemplary manner.
7. Demonstrated ability to maintain poise and composure during practice and games.
8. Demonstrated ability to relate to students of different athletic backgrounds/
9. Demonstrated ability to establish and maintain effective work and student relationships with a variety of people in a multi-cultural, diverse socio-economic setting.
10. Demonstrated ability to plan, organize and coordinate athletic activities.
11. Demonstrated ability to set-up and maintain accurate records and files.
12. Demonstrated ability to meet or exceed the Essential Functions and Responsibilities of this position.
13. Demonstrated ability to maintain confidentiality of student data, IEP, and health information per FERPA and HIPAA requirements.

Approval/Revision Date: November 24, 2025

General Sign-off: The employee is expected to adhere to all Snoqualmie Valley School District policies and procedures.