

ABERDEEN SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Head Coach

STATUS: Certified

TERM OF SERVICE: Official Length of the Athletic Program Coached

SUPERVISOR: Principal or Athletic Director

DESCRIPTION: The Head Coach provides leadership, supervision, and organization for the specific sports program, and carries out the objectives of the total athletic program, including fostering physical skills, competition, sportsmanship, and self-efficacy in student athletes.

ESSENTIAL DUTIES:

Duties include but not limited to the following:

- Coach, condition, and counsel all team members with high expectations
- Promote positive attitudes/ good relationships between the sport program and community
- Verify and monitor student eligibility for interscholastic competition
- Ensure all participants in the sports program have completed physical forms
- Ensure that parents' consent forms are on file for all participants
- Select and train student managers
- Maintain care of program equipment and submit inventory to AD at the end of season
- Submit quotes for all equipment/ uniform purchases to the athletic office
- Groom (mow, paint, water, varnish, etc.) and maintain athletic facilities
- Submit appropriate work order forms for care of fields/ athletic buildings to athletic office
- Operate athletic program as part of the total instructional program
- Provide first aid to injured students and report incident to administration and parents
- Submit practice and game/ meet schedules to athletic director and parents
- Maintain discipline and increase morale within the sports program
- Transport team to athletic events
- Monitor student athletes' grades and conduct
- Assist student athletes with information concerning scholarships, admission and financial aid
- Knowledgeable of MHSAA and school board athletic policies
- Implement policies and rules in the Policies Manual of the district and student handbook, and MHSAA policies and rules
- Communicate with parents/ students on a regular basis using district-provided tools/ apps
- Keep attendance records for all practices, games, or other events with the team
- Ensure the safety of all student athletes with under your supervision
- Direct assistant coach(es) to perform support tasks for program

Qualifications

Proper coaching certification by the State Department of Education
Educator licensure endorsement in a high school subject
Successful coaching experience
Valid CDL