

## Head High School Varsity Coach Job Description

### **Job Summary:**

The Head Varsity Coach is responsible for various aspects of the athletic program, such as recruiting within the school, scheduling opponents (in conjunction with the Athletic Director), training, and coaching team members. The Head Varsity Coach is required to abide the IHSA and local Athletic Conference rules and regulations as well as the rules and regulations set by Thornton Township District 205 and the athletic administration at the respective school.

### **Job Specifications:**

In order to be successful in this job, an individual must be able to perform each essential duty proficiently. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required):**

- 2-4 years of experience coaching at the high school level (head coaching experience preferred).
- Must possess effective coaching techniques and skills.
- Must possess knowledge of the rules, regulations, strategies, and techniques of the sport.
- Must possess the ability to establish and maintain effective working relationships with school administrators, governing organizations (IHSA/local Athletic Conference), opponents, staff, parents, and students.

### **Essential Responsibilities:**

- Manage and supervise athletic activities, contests, and practice sessions, to promote individual growth in athletic skills, teamwork, discipline, respect, and good sportsmanship.
- Use a variety of instructional techniques and media to meet the needs and improve the abilities of student athletes.
- Coordinate the development, promotion and recruitment for the athletic program.
- Hold organizational meetings for team prospects and encourage potential athletes to participate in the athletic program.
- Work with other members of school staff to plan and put in place instructional goals and objectives to ensure the overall educational development of student athletes.
- Ensure all coaches work together toward a common goal within the athletic program and provide unity and presence within the youth community programs.
- Establish performance criteria for competition and evaluate students' athletic abilities initially and on a regular basis.
- Develop a regular practice schedule and organize practice time to provide both individual and team development.
- Hold a preseason meeting with all student athletes and parents before the first official game.
- Assess players' skills and assign team positions.
- Determine game strategy based on the team's capabilities.
- Monitor and enforce student eligibility criteria for extracurricular participation.
- Apply and enforce student discipline during athletic contests, practice sessions, and while on trips off school property.
- Encourage sportsmanlike conduct in all phases of athletic participation at all times.
- Take all necessary precautions to protect student athletes, equipment, and facilities, including protecting students from hazing/bullying.
- Maintain and secure all athletic equipment and uniforms.
- Oversee process of cleaning, repairing, and storing all athletic equipment.
- Maintain records to ensure compliance with all pertinent IHSA/local Athletic Conference regulations, including eligibility forms, transfer forms, and grade reports, and ensure that regulations are followed.

- Instruct and advise students on NCAA regulations with regard to academic requirements for scholarships and recruiting practices.
- Assist student athletes with college recruitment.
- Assist the Athletic Director with the scheduling of games and coordinate arrangements.
- Act as a team representative and promote the sport by communicating with the news media, booster clubs, service clubs, and other organizations.
- Participate in special activities to include senior night, banquets, award nights and pep assemblies.
- Conferences with parents/guardians, as necessary, regarding athletic performance of their student.
- Follow established procedures in the event of an athlete's injury.
- Represent the Thornton Township District 205 and the athletic program in a professional manner.
- Maintain nondiscriminatory practices in all activities.
- Attend staff development meetings, clinics, and other professional activities to improve coaching performance.
- Perform any other related duties as assigned by the Athletic Director or other appropriate administrator.

**Additional Knowledge/Skills/Attributes:**

**Knowledge:**

- Comprehensive knowledge of the game is paramount. Extensive knowledge of current coaching techniques and procedures.
- Knowledge of NFHS, IHSA, and local athletic conference rules.
- Demonstrated ability to instruct and supervise student athletes.

**Skills:**

- The applicant must possess the ability to communicate in spoken and written word.
- Excellent organizational, communication, and interpersonal skills.
- The applicant must possess the ability to relate to students and to teach them on and off the court.
- The applicant must be willing to accept a high level of accountability.
- The applicant must possess the ability to assess players and coaches effectively.

**Attributes:**

- The applicant should be professionally calm and motivationally intense.
- The applicant should be a progressive thinker but a believer in planning and preparation.

**Supervision Exercised:** Assistant Coaches, Specific Athletic Staff

**Supervision Received:** Principal /Assistant Principal of Athletics/Athletic Director

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