

Twin Falls School District #411
Job Description

Job Code:
Job Title: Program Director/Head Varsity Football Coach
Department: Activities Department
Reports To: Building Principal/Athletic Director
Supervises: Assistant football coaches and middle school in cooperation with the building athletic coordinator as required
FLSA Status:
Prepared By:
Prepared:
Approved By:
Approval Date:

JOB GOAL

Promote and manage an exemplary sports program.

QUALIFICATIONS

Minimum:

- High school diploma or equivalent.
- Proven ability to work with students, coaches, administrators and parents
- State teaching certificate or completion of National Federation Fundamentals of Coaching and Sports Specific Classes
- Two years experience coaching football or participating in a college or high school football program
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Desired:

- Five years experience coaching football or participating in a college or high school football program
- Advanced study in the area of coaching
- Bachelors degree

ESSENTIAL DUTIES include the following (or other duties as assigned by the Superintendent, Board, or designee).

- Act as liaison person in relating the district program to the staff, administration, and the public and local news media
- Conduct personnel evaluations as required
- Meet with middle school athletic director to hire and evaluate middle school personnel and programs as required
- Advise and assist all interested participants in obtaining college scholarships
- Maintain and inventory all equipment and supplies
- Assist in scheduling, development, and administration of the program budget, and making travel arrangements
- Plan and instruct program in-service at the beginning of the sports season
- Conduct a pre-season team parent meeting and provide all required information as stated in the activities manual
- Promote the district program and recruit participants at all levels
- Work with other program directors to ensure that athletic program goals are being met
- Manage all player instruction and conditioning
- Develop off-season conditioning and recruitment program
- Act as the head coach for the varsity team and attend practices and contest
- Coordinate and analyze scouting reports
- Manage the district program to achieve the goals, objectives, and mission statement as well as the policies and procedures in the activities manual
- Follow and ensure compliance of the coaches' code of ethics in the activities manual
- Teach and practice good sportsmanship toward opponents, officials, team members and spectators
- Maintain professional growth through attendance at clinics and conferences
- Attend district in-service and program meetings
- Coordinate with the Youth Football Commissioner
- Perform other tasks and assume other responsibilities as the building athletic director, Superintendent and/or Board may deem necessary

PHYSICAL DEMANDS (*Reasonable accommodations may be made to enable a person with a disability to perform the essential functions.*)

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- The employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and waist while performing the duties of this position. The employee will occasionally be required to reach with hands and arms and stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, depth perception and peripheral vision.
- The employee must work well under pressure to meet multiple and sometimes competing deadlines. The employee shall, at all times, demonstrate cooperative behavior with colleagues and supervisors.

EVALUATION

Performance of this position will be evaluated in accordance with the requirements stated in the activities manual and with the board's policy on evaluation of personnel

OTHER

Condition of Employment

Board approval and successful completion of federal background check and pre-employment drug free workplace screen.

License Requirement

- Possession of a valid Idaho Motor Vehicle Operator's License.
- Insurability by the District's liability insurance carrier.

Insurance Recommendation

On regular occasions, this job classification requires the employee to use his/her personal vehicle to conduct district business, therefore personal auto insurance coverage of \$300,000 or more is recommended.

Job description received:

Date/year

Employee signature