

Job Title: Head Coach
Department: Secondary Education
Reports To: Assigned School Athletic Director
FLSA Status: Exempt
Salary Schedule: ED



SUMMARY

Head Coach is responsible for coaching student athletes in game strategies and techniques to prepare them for athletic competition; motivates student athletes to develop an appreciation of the sport.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Holds organizational meetings for team prospects and encourages potential athletes to participate in the sport.

Assesses player's skills and assigns team positions.

Develops a regular practice schedule and organizes practice time to provide both individual and team development.

Works with the School Athletics Director in scheduling facilities for practices and competition.

Ensures and monitors training and certification compliance, mandated by Utah High School Athletic Association (UHSAA), for all assigned assistant coaches and volunteers.

Coaches and instructs players, individually or in groups, regarding the rules, regulations, equipment, and techniques of the sport.

Observes players, during competition and practice to determine the needs for individual or team improvement.

Determines game strategy based on the team's capabilities.

Establishes and maintains standards of pupil behavior and provides proper supervision of athletes at all times.

Monitors the academic performance of team members to ensure that eligibility requirements are met.

Follows established procedures in the event of an athlete's injury.

Conferences with parents/guardians, as necessary, regarding the athletic performance of their student.

Follows state, regional, and district regulations governing the athletic program.

Models sports-like behavior and maintains appropriate conduct towards players, officials, and spectators.

Acts as a team representative and promotes the sport by communicating with the news media, booster clubs, service clubs, and other organizations.

Follows established procedures for the proper care, maintenance, and requisitioning of equipment, supplies, and uniforms.

Works with the School Athletic Director to develop a policy for awards and submits a list of award winners at the end of the season.

Participates in special activities to include banquets, award nights, and assemblies.

Maintains eligibility forms, emergency data cards, insurance records, equipment inventory, and other related records.

Models nondiscriminatory practices in all activities.

SUPERVISORY RESPONSIBILITIES

This job has supervisory responsibilities over the team assistant coaches and volunteers.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *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. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance.

Must possess effective coaching techniques and skills. Must possess a thorough knowledge of the rules, regulations, strategies, and techniques of the sport.

Ability to establish and maintain effective working relationships with school administrators, parents, and students.

EDUCATION and/or EXPERIENCE

Experience as a coach in the sport at the high school or college level is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Must meet all specific training and certification requirements mandated by Utah High School Athletic Association (UHSAA), prior to the start of the coaching assignment.

Head Coaches are required to attend the live UHSAA Rules clinic, or take the online UHSAA rules clinic applicable to the sport.

PHYSICAL DEMANDS *The physical demands described here 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.*

While performing the duties of this job, the employee is regularly standing, walking, using fingers and hands to handle, and talking or hearing. The employee is frequently sitting, and reaching with hands and arms. The employee is occasionally climbing or balancing, stooping, kneeling, crouching, or crawling. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee may frequently work in outdoor weather conditions, dependent on the sport. Duties are normally performed in a school or outdoors. The noise level in the work environment is usually moderate to loud.

Prepared By: HR Position Management Specialist			Date: 09/28/2016
Approved By: HR Position Management Specialist			Date: 09/28/2016
☐ Review	☒ Revised	By: Assistant Director, Human Resources	Date: 05/30/2018
☐ Review	☒ Revised	By: HR Risk Coordinator	Date: 05/20/2026
☐ Review	☐ Revised	By:	Date:
☐ Review	☐ Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	