

**WESTERVILLE CITY SCHOOLS
OFFICE OF HUMAN RESOURCES**



JOB DESCRIPTION:

**Head Softball Coach Middle School
(Interscholastic)**

WORK SCHEDULE:

Seasonal, follows the Ohio High School Athletic Association calendar for practice sessions and contests.

Minimum time commitment- approximately 16 weeks with 150 student-athlete contact hours and 175 preparation hours.

RESPONSIBLE TO:

Building Principal; coordinates specific duties with Athletic Director.

QUALIFICATIONS:

Valid State of Ohio Teaching License in teaching assignment area preferred.

Required certification and training pursuant to guidelines and methodology set forth by the Ohio Department of Education and the Ohio High School Athletic Association.

GENERAL DUTIES:

Supervises and directs the Softball program, and coordinates basic skill development, grades 7 – 8.

SPECIFIC DUTIES:

1. Cooperates with the Principal and Athletic Director in enforcing the Ohio High School Athletic Association rules and by-laws and the regulations of the league in which the school holds membership.
2. Coordinates preseason, in-season, post-season, and off-season activities.
3. Assists the Athletic Director in arranging a competition schedule.
4. Helps to maintain and improve field conditions.
5. Coordinates with the Athletic Director to notify umpires when games are cancelled.
6. Manages the acquisition, distribution, collection, replacement, and repair of team uniforms and equipment.
7. Organizes all varsity activities and practice sessions, and directs team efforts at all varsity competitions.
8. Determines the responsibilities and assignments of all assistant coaches for contests, practices, meetings and scouting.

9. Directs the assistant coaches in the teaching of skills to each team position.
10. Organizes and supervises the team's transportation to and from contests.
11. Models and encourages student-athletes to exhibit good sportsmanship.
12. Submits a written, post-season program summary to the Athletic Director.
13. Is responsible for the post-season program designed to recognize and honor teams and individuals.
14. Facilitates off-season conditioning program.
15. Facilitates coach's organization and strategy meetings in the off-season.
16. Other duties as assigned by the Principal or designee.

All staff shall serve as role models for students in how to conduct themselves as citizens and as responsible, intelligent human beings. All staff are expected to comply fully with the Ohio Department of Education Code of Conduct for educators. The employee shall remain free of any alcohol or nonprescribed controlled substance abuse or prescribed controlled substance abuse in the workplace throughout his/her employment in the district.

Westerville City School District is an Equal Opportunity Employer and complies with all State and Federal Regulations regarding employment.