

# **POSITION DESCRIPTION**

## **Whiteriver Unified School District #20**

**TITLE:** *Head Athletic Coach*

**CONTRACT TERMS:** *Seasonal*

**SALARY CLASSIFICATION:** *Athletic Addendum (Extra Duty Wage Scale)*

### **GENERAL STATEMENT OF RESPONSIBILITIES:**

*To coordinate all aspects of the assigned interscholastic sport and to work cooperatively with all personnel in maintaining a quality program within the policy framework of the school district. To help each participating student achieve a high level of skill, an appreciation for the values of discipline and sportsmanship and an increase level of self-esteem.*

### **PRINCIPLE DUTIES:**

- Is responsible for all matters pertaining to the organization and administration of the coaching of the team under his/her direction
- Enforces all the rules of the AHS handbook, AHS athletic handbook, school, region, and state as they pertain to the respective sport and the AIA
- Follows proper procedures in handling disciplinary problems as describe in the AHS athletic handbook
- Plans and supervise safe and effective practice sessions
- Demonstrates the ability to motivate the team and individual players, commands respect of the players and instills a positive attitude towards self, team, and the sport on the part of individual players
- Is responsible for each player under his/her jurisdiction completing and signing a parental permission, physical examination, and consent for emergency medical treatment form prior to the athletic beginning practice, forms are to be returned to the athletic director Coaches must carry a copy of the emergency medical treatment form with them to all away events
- Be responsible for each player under his/her jurisdiction signing and returning the Athletic Handbook sign off page, sign off page is to be returned to the athletic director
- Follows school policies in regards to handling injuries and emergency situations, all serious injuries must be reported immediately to the athletic director
- Selects, trains and supervises reliable student team mangers and provide names of such to the athletic director

- Assume responsibility for conduct of team members at all events; models and strives to build good sportsmanship among players, coaches and fans
- Accompanies and supervises team to and from all contests
- Cooperates with the athletic director, school administration, fellow coaches and students to promote the best interest of the entire athletic program
- Works with the athletic director in the appointment and dismissal of assistant coaches
- Conducts meetings with assistant coaches to assign duties and coordinate coaching methods at different levels
- Evaluates assistant coaches at the conclusion of each respective season
- Maintains an accurate inventory of uniforms and supplies and such to the athletic director, a complete inventory must be turned in at the conclusion of the season
- With the assistance of the athletic director, draft and submit a budget for sports' needs, equipment and supplies for the next season and follows school and district policy
- Continually updates and submits to the athletic director a current roster
- Supplies an updated traveling team roster to the attendance clerk and all teachers, sport date of event and departure time from class should also be included
- Assists the athletic director in tracking athletic academic eligibility
- Performs such other tasks and assumes other responsibilities regarding athletics as assigned by the athletic director and/or administration
- Follows the AIA Coach's Code of Ethics

## **QUALIFICATIONS:**

### **ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE:**

- AZ Teaching Certificate OR AZ Coaching Certificate OR Successful completion of criteria from the National Federation of state High School Associations: Fundamentals of Coaching, First Aid/CPR, Sport specific course or teaching sport skills NFHS Level 1 certification must be obtained within 45 days of hire.
- Valid IVP Level One Fingerprint Clearance Card
- Experience and/or education in the athletic activity being supervised

### **PHYSICAL REQUIREMENTS:**

Sports Equipment

### **COMMITMENT & DEPENDABILITY:**

Willingness to be an integral member of a successful team;

Dedication to provide the highest level of service;

Adherence to policies and procedures.

**PERFORMANCE EXPECTATIONS:**

**TIME MANAGEMENT:** Must plan two to twelve weeks in advance.

**STRESS MANAGEMENT:** Low stress with time deadlines.

**PUBLIC CONTACT:** Interacts primarily with students and the general public.

**RESPONSIBILITY:** Must use own initiative and judgement; responsible for valuable equipment.

**EVALUATION PROCEDURES:** In accordance with provisions specified in governing board policy.

**SUPERVISION RECEIVED:** AHS Principal

**SUPERVISION GIVEN:** None