

Jordan School District
LICENSED JOB DESCRIPTION

Job Title: **Athletic Head Coach**

Department / Location: School FLSA Classification: _____

Supervisors Title: Principal Contract: Stipend

Administrator of Schools Approval: [Signature] Date: 28 May 2015

ADA Review: [Signature] Date: 5-28-15

Human Resources Approval: [Signature] Date: 26 May 2015

Superintendent Approval: [Signature] Date: 5/28/15

Original date: 5/15 Revised: _____ Revised: _____ Revised: _____

GENERAL FUNCTION

Under the direction of the Principal and Athletic Director, the **Head Coach** is responsible to know and comply with the policies of the school and District and how the athletics program plays a role in the successful implementation of those policies. The Head Coach is responsible for all aspects of the athletic program they coach and must be able to articulate their coaching philosophy to stakeholder groups and assistant coaches to ensure the elements of the coaching philosophy are taught at all levels. Head Coaches must demonstrate strong leadership and conduct, be fair and consistent disciplinarians, show respect to opponents, officials and parents, coach every player, and provide training to assistant coaches and volunteers. The Head Coach must be a strong, positive and respectful role model to his/her athletes by being a consistent ambassador of the game and of the school and District.

The Head Coach who is a licensed USOE educator in the District will be responsible to implement and adhere to all the job functions of a classroom teacher first (see Licensed Job Description – Classroom Teacher) prior to fulfilling the duties of a Head Coach. After performing his/her teacher duties, coaches work additional hours to ensure the success of his/her program(s).

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Foster among the participants and spectators an appreciation of the values of athletics, a desire to perform at the highest level, an attitude of good sportsmanship, and a sense of pride in self, team, school, and community.
- Direct the training, conditioning, safety and performance of the program and lead and supervise the assistant coaches in their efforts with teams assigned to them.
- Instruct and demonstrate skill sets and techniques necessary for individual and team achievement. Use sound and acceptable coaching techniques.
- Plan and set up activities, schedules, practices and games and insure a certified coach is present at all times.
- Supervise students at all activities and in locker rooms to ensure appropriate behavior.
- Recommend to the athletic director the type/amount of equipment and supplies needed to conduct the program. Provide for the inventory, security, sanitization, cleaning and care of equipment.
- Adhere to all financial policies of the District in regard to the collection and disbursement of money, expenses, and receipts. Supervise all fund raising and booster activities relating to the program.
- Work cooperatively with all school staff to operate a well-balanced athletic program.

- Ensure all athletes complete valid medical examinations, tests, insurance, paperwork and fees paid before they are allowed to practice/compete. Ensure all players are eligible for athletic contests based on Utah High School Athletic Association (UHSAA) and District rules.
- Arrange for the maintenance of fields/playing areas during the on and off-season.
- Maintain necessary records and completes required paperwork and team statistics in a specified time and manner. Complete District injury report for any student injured within 24 hours even if the student athlete does not see a physician.
- Consults with the athletic director regarding any off-season training programs.
- Submit athlete rosters to the athletic director before the first practice, one week before the first game, any changes to student information on the roster, inventories, final season statistics and alphabetical list of award winners immediately following the season.
- Make recommendations to the principal/athletic director in the hiring and/or retention of assistant coaches. Follow all District hiring processes.
- Engage with community, booster club and parents of athletes in a positive and constructive manner. Promote the program within the school and community.
- Develop a relationship with the youth programs associated with the program and establish a presence with these programs via off-season camps, coaching clinics, etc.
- Conduct a player/parent orientation meeting to review dates for the practice/season schedule, the athletic packet and fee structure and player/parent expectations.
- Inform players and parents of team rules and regulations and set up a system to hold players accountable to those expectations.
- Interact thoughtfully and courteously with students, staff, parents, fellow coaches, and officials and resolves conflict in a professional manner.
- Emphasize the importance of academic excellence and assist in monitoring and maintaining high academic standards for members of the athletic program.
- Become actively involved in the college recruiting process for team members.
- Arrange all facets of athlete transportation to/from games, camps, etc.
- Arrange hotel room reservations and adequate supervision for any overnight events.
- Travel with student athletes on the team bus both to and from games.
- Attends work regularly and is punctual.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires coaching certification as outlined by the UHSAA and USBE prior to any coaching activities:
 - Fundamentals of Coaching

- CPR/First Aid
- Concussion Training
- Requires agreement to and signing of the “Special Assignment Contract for Coach/Advisor Employees” form.
- If the coach is a licensed educator and will be teaching in the District, the incumbent must meet all minimum job qualifications of the classroom teacher.
- Requires previous experience as a high school, club or college coach. Previous high school head coaching or college athlete experience preferred. Prior experience working in a high school setting or coaching student athletes strongly preferred.
- The Head Coach should possess strong communication and organization skills. Head Coaches must have knowledge related to fitness and conditioning, general health habits and expertise in their sport area.
- All high school coaches are expected to have an understanding of UHSAA and Utah School Board of Education (USBE) rules and regulations governing their sport. Demonstrate strong knowledge of the UHSAA and NCAA rules.
- Requires the ability to effectively motivate, coach, and lead teams of students.
- Requires the ability to communicate and interact positively and effectively with students, parents, teachers, and school administrators.
- Requires the ability to build and foster team relationships and camaraderie.
- Requires excellent interpersonal skills, conflict management skills, problem solving skills, and demonstrated leadership abilities.
- Requires strong math skills to compute statistics including rate, ratio, and percent.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment, educational technology, computers, standard machines used in teacher work room.
- Athletic equipment and apparatus required for athletic activity and competition.

Physical Requirements – Not limited to the following:

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; run; jump; stretch; stand; sit; use hands for fine manipulation, handle or feel and reach with hands/arms.
- The employee is occasionally required to stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 25 pounds and occasionally up to 100 pounds. The employee may occasionally climb stairs, ropes or ladders.
- Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.
- The noise level in the work environment is usually moderate but occasionally high depending upon student population and activities.
- The employee may be regularly exposed to wet/humid and/or outdoor weather conditions and may be exposed to bodily fluids and/or blood borne pathogens.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.