

JOB TITLE: Athletic Head Coach

**GENERAL SUMMARY:**

Under the general direction/supervision of the Athletic Director and High School Principal, assumes responsibility for planning and administering specified sports programs and related activities including coaching an interscholastic athletic team and performing other duties directly related to this position description.

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

**General:**

Arranges for and supervises pre-season physical examinations and insurance clearances for pupil participants.

Plans and directs practices and training sessions.

Teaches basic skills and knowledge essential to the performance of the sport.

Provides individual and team counseling and motivation as required.

Plans for and directs the team at scheduled contests and post season playoffs.

Makes arrangements for transportation of team to contests and supervises team while traveling to and from contests.

Supervises team members in locker and shower rooms.

Performs athletic trainer duties and emergency first aid as required.

Plans and directs the acquisition, issuance, maintenance, inventorying, and repair of uniforms and equipment.

Prepares pupil eligibility lists and assists in resolving contested eligibility problems.

Maintains and publishes individual and team records.

**Additional Related Duties/Responsibilities:**

Assists in the preparation/administering of athletic budget.

Assists in the planning/direction of awards ceremonies.

Coordinates scouting of prospective opponents.

Plans and directs the services of assistant coaches if assigned.

Maintains liaison with principal, league officials, athletic directors and others to ensure the orderly conduct of practices and contests.

Meets and confers with parents as required.

Attends clinics and workshops to keep abreast of rule changes and to update coaching skills.

Accepts responsibility for knowledge of and enforcement of C.I.F., leagues, and District rules and regulations.

Establishes and maintains a good leadership model, and demonstrates high standards of sportsmanlike conduct.

**Working Conditions:**

Ability to work at a desk, conference table or in meetings of various configurations.

Ability to stand and circulate for extended periods of time.

Ability to see for purposes of reading instructional materials, documents and printed matter, for observing students and for safe operation of facilities and equipment.

Ability to hear and understand speech at normal levels in person and/or on the telephone.

Ability to communicate so others will be able to clearly understand a normal conversation in person and/or on the telephone.

Ability to routinely lift/carry athletic equipment and supplies weighing up to 50 pounds.

Ability to operate recreation/athletic equipment with dexterity and in a safe and efficient manner.

Indoor and outdoor working environment subject to bending, crouching and kneeling to assist students; pushing/pulling and lifting of recreation equipment; standing/walking for prolonged periods of time; occasional running and jumping; and reaching in all directions.

Moderate to high stress level.

**Environmental Conditions:**

Work is predominantly in athletic office and outside school, athletic field(s) environment.

Temperature – normal climate, occasional adverse weather conditions.

**Contacts:**

Daily contact with students, teachers and school staff.

Regular contact with community members, outside agency personnel and parents.

**Occupational Certificates/Licenses:**

Holds an appropriate California Teaching Credential or valid emergency certification issued by the California Commission on Teacher Credentialing.

First Aid or valid sports injury certificate and CPR certification.

**Employment Standards:**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.

This position description is applicable to the following:

Badminton	Football	Soccer	Track
Baseball	Golf	Softball	Volleyball
Basketball	Gymnastics	Swimming	Water Polo
Cross Country	Riflery	Tennis	Wrestling
Field Hockey			