

Shasta Union High School District
Job Description

Job Title: Varsity Head Coach– High School
Reports To: Principal/Athletic Director/Athletic Administrator

JOB SUMMARY

Under the direction of the Principal, Athletic Administrator and Athletic Director, this position has the responsibility to coach with a comprehensive high school program where the primary focus will be mentoring, training, coaching, and coordinating aspects of a high school athletic program while the total development of the student-athlete is the highest priority.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Instructs and demonstrates skill sets and techniques necessary for individual and team achievement.
3. Plans and sets-up, in conjunction with the Athletic Director and Assistant Principal, activities, Practices and game schedules.
4. Maintains site facility for safety, etc.
5. Assures a certified coach is present at all practices and games.
6. Develops appropriate training programs and practice schedules.
7. Ensures that proper cleaning, storage, and maintenance of all athletic equipment and uniforms and updated inventories are adhered to.
8. Arranges, in conjunction with the Athletic Director, transportation for athletic participants.
9. Arranges hotel room reservations for all overnight events except State competitions.
10. Travels with student athletes on the team bus both to and from games.
11. Adheres to all financial policies of the District in regard to the collection and disbursement of money, expenses, and receipts.
12. Makes recommendations regarding the purchase of uniforms, equipment and supplies.
13. Maintains necessary records and completes required paperwork and team statistics in a specified time and manner.
14. Ensures that proper form(s) (insurance, attendance, medical) are obtained and current.
15. Ensures that all student athletes are eligible, insured, have paid their fees, and are in good physical condition from the beginning to the end of the season.
16. Enforces discipline policies and emphasizes sportsmanship and healthy lifestyles.
17. Ensures supervision of students in locker rooms, at home and away games, and ensures appropriate behavior.
18. Checks and secures all office, storage room, outside doors, locker rooms and all lights after last player leaves after games and practices (Head Coach may delegate this responsibility to an Assistant Coach).
19. Ensures that appropriate rules and regulations regarding the conduct and eligibility of athletic activities and athletes are explained and followed.
20. Maintains a safe environment and facilities for student athletes at all times.
21. Ensures that medical and safety requirements are adhered to.
22. Completes District injury report for any student injured within 24 hours even if student athlete does not see physician.
23. Reports and secures approval from the Athletic Administrator of all adults associated with their sport.
24. Submits athlete rosters to the Athletic Administrator before the first practice, one week before the first game, any changes to student information on the roster, inventories (copy to office secretary as well), final season statistics and alphabetical list of award winner immediately following the season (list includes

number of awards earned and the class of the athlete.).

25. Consults with Athletic Director and Athletic Administrator regarding any off-season training programs.
26. Assigns duties to all assistant coaches under his/her jurisdiction; including pre-season practice sessions.
27. Interacts thoughtfully and courteously with students, staff, parents, fellow coaches, and officials and resolves conflict in a professional manner.
28. Appropriately maintains and secures confidential records and inquiries.
29. Professionally represents the school and the District in interactions with students, parents, community, staff and the media.
30. Attends or delegates attendance of Assistant Coach to all League Coaches meetings.
31. Maintains appropriate certifications and training hours as required.
32. Attends work regularly and is punctual.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings and staff meetings, as needed.
2. Sanitizes and cleans equipment.
3. Inspects facilities and athletic fields for health and safety concerns.
4. Chaperones/supervises athletic events, as needed.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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.

Education and/or Experience: Successful (recent) experience in the program in which applying (within last five (5) years) (desirable); Experience working directly with collegiate and/or public school districts (desirable); Must have demonstrated ability to lead young adults in an athletic setting, working knowledge of CIF rules/regulations, effective oral and written communication, and strong organizational skills. Demonstrate experience working with young adults in a positive environment.

Interpersonal Skills: Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrate ability to successfully coach, lead and/or motivate adolescent students.

Knowledge of: Appropriate laws on The Operating Principles of the CIF & District athletic rules and responsibilities for athletes and coaches; Effective management and leadership skills; Effective skills in the areas of communication and interpersonal skills; Importance of treating individuals with dignity and respect; Oral and written communication skills.

Licenses/Testing: Be current in all District coaching requirements upon signing the coaching contract from the Human Resources department.

Other Skills and Abilities: Demonstrates knowledge of child growth and development at each level of instruction and of the social, emotional, physical and cognitive development of adolescent students. Demonstrated ability to participate in physically demanding athletic activities; possesses knowledge of effective behavior management methods; ability to exercise good judgment and work in a dynamic environment.

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 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 and 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 employee must have the ability to demonstrate proper techniques and skills needed for athletic participation.

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.

The work environment is at all athletic facilities and events. 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. The employee may be exposed to bodily fluids and/or bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.