

Wyoming City School District Job Description

Job Title: Head Varsity Athletic Coach

Reports To: Athletic Director

FLSA Status: Exempt

Category: Supplemental

Board Adopted: October 27, 2014

Board Approved Revision: March 28, 2022

GENERAL DESCRIPTION:

Instructs athletes in the fundamental skills, strategy, and physical training necessary for a realization of individual and team success. At the same time, the student will receive instruction that will lead to the formation of pride of accomplishment, acceptable social behavior, self-discipline, and self-confidence. The success of athletic programs has a strong influence on the community's image of the entire system. Public exposure is a considerable responsibility and the community/parent pressure for a winning performance is taxing, but must not override the objectives of good sportsmanship and good mental health.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

General Responsibilities

- Possesses knowledge of all athletic policies and is responsible for their implementation.
- Possesses knowledge of existing Board of Education and school policies, State and CHL regulations, and implements the same consistently and responsibly.
- Understands the proper administrative line of command and refers all student and parent requests or grievances through proper channels.
- Maintains discipline and works to increase morale and cooperation within the school sports program.
- Includes other unusual aspects such as lengthy time commitments, risk injury factors, and due process predicaments.
- Promotes the sport within the school through recruiting athletes that are not currently involved in another sporting season. Promotes the sport outside the school through the news media, youth programs, or in any other reasonable manner.
- Responsible for maintaining good public relations with the media, booster club, parents, officials, and fans.

Staff Responsibilities

- Establishes the fundamental philosophy, skills and techniques to be taught by the staff. Designs conferences, clinics, and staff meetings to insure staff awareness of overall program.
- Trains and informs staff and promotes professional growth by encouraging clinic attendance in accordance with system professional growth policy.
- Delegates specific duties, supervises implementation, and at season's end, analyzes staff effectiveness.
- Maintains staff discipline, adjusts grievances, and works to increase morale and cooperation.
- Performs other such duties which may be assigned by the respective athletic director and/or respective principal.

Administrative Duties

- Assists athletic director in contest scheduling and providing pertinent transportation information for trip scheduling.
- Assists in the preparation necessary to hold scheduled sporting events or practices and adheres to scheduled facility times. Coordinates program with maintenance and other affected school employees.
- Provides documentation to the respective athletic director to fulfill State and system requirements concerning physical examinations and parental consent/acknowledgement forms.
- Provides proper safeguards for maintenance and protection of assigned equipment and sites.
- Organizes parents, coaches, and players for pre-season meetings.

Student Responsibilities

- Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant.
- Gives constant attention to each student's grades and conduct.
- Works within the existing policies and directly with the athletic trainer concerning injuries, medical attention, and emergencies.
- By his/her presence at all practices, games, and while traveling, provides assistance, guidance, and safeguards for each participant.
- Directs student managers, assistants, and statisticians.
- Determines discipline consistent with due process when the enforcement of discipline is necessary. Responsible for parental communication in cases of persistent or severe discipline problems.
- Assists athletes in their college or advanced education selection.
- With the assistance of the strength and conditioning staff, construct a progressive program of strength/conditioning that adequately prepares athletes for the rigors of competition. Once implemented, the supervision of this program is the ultimate responsibility of the head coach to be supported by the strength and conditioning staff as requested.

Finance & Equipment

- Participates in the budgeting function with athletic director by establishing requirements for the next season.
- All purchasing must be accomplished according to athletic purchasing policies.
- Manages equipment and uniforms as well as arranges for issuing, storing, and reconditioning equipment and submits annual inventory.
- Properly marks and identifies all equipment before issuing and/or storing.
- Secures all doors, lights, windows, and locks before leaving assigned portion of building.
- Instills in each player a respect for equipment and school property, its care, and proper use.

SUPERVISORY RESPONSIBILITIES

The head coach must advise, coordinate, and support a staff of high school assistant coaches and middle school assistant coaches in conjunction with the respective athletic director and/or respective principal.

EDUCATION and/or EXPERIENCE

Previous successful coaching experience in the sport is desirable. Substantial knowledge of the technical aspect of the sport is required. Willingness to examine new theories and procedures in the field are pertinent. Must contain the ability to organize and direct a multi-level program within the sport.

CERTIFICATES, LICENSES, REGISTRATIONS

Maintain current required certifications as directed by ODE, ODH, and OHSAA.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to read, write and comprehend directions, short correspondence and memos. Ability to communicate effectively with students, parents, colleagues and administration. Ability to respond to common inquiries or complaints from students, parents, agencies, teachers or members of the school community. Ability to effectively present information in one-on-one and small group situations to staff, students and administrators.

OTHER SKILLS AND ABILITIES

Must possess skills in reading, writing and math for the purpose of inventory, record keeping, making necessary measurements, reading of gauges and instruments, or other related items as applicable. Ability to apply common sense understanding to carry out written or oral instructions. Ability to solve practical problems and deal with a variety of variables in situations that may arise. Ability to maintain composure under stressful conditions. Ability to develop effective working relationships with students, staff and the school community. Ability to use computers where applicable. Ability to perform duties with awareness of district requirements and Board of Education policies.

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 role. 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 walk, stand, use hands to finger, handle or feel, reach with hands and arms, talk, hear, climb or balance and stoop, kneel, crouch or crawl. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. There is a potential for exposure to blood-borne pathogens and communicable diseases. There is a potential for exposure to student illness, injuries, infections and bodily fluids. Daily travel in a vehicle is required.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Duties may require working under time constraints; occasional, possible exposure to blood, fluids and tissues, and communicable diseases. The noise level in the work environment is usually moderate. The employee will regularly work indoors and occasionally work outdoors. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Potential for interaction with unruly individuals and/or children. Frequent travel to and from events required. Large volume of night and weekend hours required.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.