



## **HEAD COACH**

### **MINIMUM QUALIFICATIONS:**

- The ability to organize and supervise a total sports program;
- Previous successful coaching experience in assigned sport;
- Must have a substantial knowledge of the technical aspects of the sport, and must continue to examine new theories and procedures in the sport;
- A keen understanding that you will be a role model and a willingness to maintain that image;
- A personal commitment to academics, sportsmanship and the character development of your athletes; and
- Must hold a valid First Aid card.

### **PREFERRED QUALIFICATIONS:**

- Valid Oregon teaching certificate; and
- Previous head coaching experience at high school or middle school level.

### **REPORTS TO:**

- High School Athletic Director

### **JOB GOAL:**

- Sportsmanship is the primary goal of any program.
- To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.
- Although the importance of winning in a program is often downplayed, it is an expectation that success is measured by winning. The success of a program is often nebulous as the standards for success are often relative to a variety of factors; however, winning games and/or events is the goal of the program. If winning were not the goal then we would not have interscholastic competition, each school would have intramural sports.

### **PERFORMANCE RESPONSIBILITIES:**

#### **Overall program**

- Coordinate and maintain grades 5-12 skill, drill and sports team development program.
- Hold coach's clinics for all 5-8 coaches and PE teachers in their sports.
- Hold at least one youth clinic 5-8.
- Organize out of season development opportunities for athletes in grades 9-12.
- Organizes parents, coaches, players and guests for at least one pre-season meeting.

#### **Staff**

- Train new staff members about procedures that are necessary for the proper function of the program; such as program philosophy, team rules, district and school rules, specific coaching duties, and others.
- Deliver communications from the administration and /or athletic director to assistant coaches as is necessary to keep all members up to date on expectations.
- Provide the Athletic Director with evaluations of all assistant coaches.
- Holds regular staff meetings and attends athletic committee meetings and booster club events.
- Maintain discipline and promote a high degree of staff and team morale.
- Make a positive contribution to the physical, social, and emotional development of each athlete.

### **Equipment**

- Instill in each student, respect for school property (make sure all uniforms and equipment are accounted for).
- Is accountable for all equipment and collects the cost of any equipment lost or not returned. Arranges of issuing, storing and reconditioning of equipment and submits annual inventory and current records.
- Properly marks and identifies all equipment before issuing or storing.

### **Public Relations**

- Develop and maintain a sound relationship with the local media (*Oregon live, Statesman Journal and the Woodburn Independent*) and turn in scores within 1 hour of the conclusion of the event even on road trips.
- Promotes the sport within the school through recruiting athletes that are not in other sports programs and promotes the sport outside the school through the news media or other available means.
- Responsible for the quality, effectiveness and validity of any oral or written release to local media.
- Responsible for maintaining good public relations with news media, booster club, parents, officials, volunteers, and fans.

### **Personal Character**

- Always set an example for sportsmanship and good behavior.
- Check with faculty members to see that each athlete is doing acceptable classroom work.
- By his/her presence at all practices, games and while traveling, provides assistance, guidance and safeguards for each participant.

### **Safety**

- Initiates programs and policies concerning injuries, medical attention and emergencies.
- Completes paperwork on all serious athletic injuries on proper forms and submits to athletic office within 24 hours.
- Report all inadequate equipment, safety hazards or other problems immediately.

### **Managerial**

- Coordinate with the Athletic Director and Facilities Department regarding practice sessions.
- Supervises student manager's assistants and statisticians.
- Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary.
- Contacts parents when a student is dropped or becomes ineligible.
- Assists athletes in their college or advanced educational interests.
- Participates in the budgeting function with the Athletic Director by establishing requirements for the next season. Recommends equipment guidelines as to type, style, color or technical specifications. Operates within budget appropriations.
- Monitors equipment rooms, coaches' office and locker rooms, and authorizes who may enter, issue or requisition equipment.
- Permits the athletes to only be in authorized areas of the building at the appropriate times and makes sure that no athletes are left unsupervised before, during and after activities.
- Examines locker rooms before and after practices and games, checking on general cleanliness of the facility.
- Secures all doors, lights, windows, locks, and the alarm system before leaving building if custodians are not on duty.

### **Rules & Regulations**

- Develop team rules and guidelines and provide a written copy of these to the Athletic Director before the start of the season.
- Understand and comply with OSAA rules and special District rules and the GHS Athletic Policy.
- Maintain records as required by District policy state law, Athletic Director directives and OSAA regulations

### **Miscellaneous**

- Performs such other duties which may be assigned by the Athletic Director or Principal.
- Assist the Athletic director in the preparation and performance of the end of season awards banquet.

### **TERMS OF EMPLOYMENT:**

- ♦ Extra Duty contract for the time specified for the particular sport for one year only.

- ♦ Contract for the following school year will be issued based on the needs of the District during the subsequent school year.

**EVALUATION:**

- ♦ Evaluation will be completed at the conclusion of the season by the Athletic Director according to district policy.

I have received a copy of this job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date