

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE High School Head Coach

QUALIFICATIONS

1. Coaching endorsement or coaching authorization as issued by state.
2. Demonstrated skill and knowledge in the sport.

REPORTS TO Activities Director and Administration

JOB GOAL To direct the varsity team and coordinate the total program in grades 7-12; this shall include development and preparation of a written philosophy and objectives for each level. To provide a program which will allow students to develop their interest and a desire to excel commensurate with their ability. To provide a program which is competitive within our immediate conference or class. To enforce disciplined and sportsmanlike behavior at all times and establish and oversee penalties for breach of such standards by individual students. To foster a sense of dedication to group goals and team effort.

PERFORMANCE RESPONSIBILITIES

1. Supervises and develops employee's overall program in grades 7-12.
2. Assigns duties and evaluates assistant coaches working in employee's sport.
3. Assures that the assistants know and abide by the rules and procedures of the district, conference and state handbooks, as well as rules of the sport.
4. Assures that each participating athlete has on file, prior to any form of participation (including practice), the following:
 - a. updated physical form
 - b. insurance waiver form
 - c. signed athletic handbook form
 - d. signed code of conduct form
 - e. assumption of risk form
5. Submits to activities director a complete list (roster) of eligible participants for that sport at least one week prior to the initial contest. This list shall include name, height, weight, position, and jersey number(s).
6. Assures that all athletes on the squads are eligible according to district, conference and state regulations working in cooperation with the activities director and guidance counselors.
7. Keeps a written record for all equipment checked out to athletes and turns in a complete inventory following the season.

8. Within the timeline stipulated, submits to the activities director a complete budget request for new equipment or repairs.
9. Submits a season-ending report which will include such areas as record, letter-winners, recommendations, and statistics.
10. Sees that the sport begins and ends on the dates specified by the IHSAA/IGHSAU.
11. Submits to the activities director and transportation director a complete list of recommended departure times for away contests at least two weeks prior to the initial contest.
12. Disciplines the team whenever they are under employee's jurisdiction.
13. Gives appropriate attention to sick or injured athletes in a professional manner, referring all seriously injured athletes to medical personnel.
14. Fills out and submits to the office medical injury reports on athletes requiring professional medical attention.
15. Makes sure medical kits are adequately supplied and available at all practices and contests.
16. Maintains and utilizes all equipment in a proper manner.
17. Provides information to and cooperates with the local media.
18. Attends all conference meetings pertaining to employee's sport.
19. Develops a program that will enhance the skill levels and competitiveness of employee's athletic squad in a safe manner.
20. Informs and explains to members of employee's squad the following rules and regulations pertaining to participation and ability by their contents:
 - a. academic eligibility
 - b. physical, insurance and acknowledgement of risks forms
 - c. care and return of equipment
 - d. attendance at practice
 - e. suiting-up policy
 - f. lettering requirements
 - g. dress for contests
 - h. rules and regulations of the athletic handbook and additional rules
 - i. bus procedures
 - j. activity code of conduct
21. Teaches the skills and fundamentals associated with the sport.
22. Develops and requires execution of those fundamentals based on individual ability.
23. Encourages academic as well as athletic excellence.
24. Supervises the players in the locker rooms both before and after practices and/or games until all students leave school premises.
25. Maintains locker and equipment rooms in a neat and orderly manner.
26. Establishes criteria for lettering and submits the criteria to the activities director.
27. Awards letters in accordance with requirements.

28. Communicates after the first day of practice with the student, parent and the office the name and reason of any student who drops from a squad or is suspended.
29. Instills a sense of sportsmanship and fair play in the individual athletes.
30. Keeps informed of new trends and techniques in employee's area.
31. Develops plans for each practice session that will lead to development of the students' skills and talents as well as conditioning.
32. Obtains permission from the principal for early dismissal involving long trips.
33. Accompanies varsity squads to all home and away games.
34. Recruits student athletic managers to perform specified duties.
35. Keeps daily attendance records.
36. Keeps statistics as part of school records.
37. Completes and returns any required forms to the activities director.
38. Cooperates with coaches of other sports in the school and supports others in an ethical manner, encouraging students to participate in activities.
39. Assists in hosting athletic tournaments.
40. Rates officials when requested.
41. Conducts self in an exemplary manner.
42. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
43. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT Salary and work year to be established by the board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on April 13, 1992

Revised August 9, 1999