

Title: HEAD ATHLETIC COACH

Qualifications:

1. Complete courses as required by the IHSAA or the District for the coaching position. Review the approved courses as required by the IHSAA.
2. Certified to teach in Idaho or have completed a coaching fundamentals course desired.
3. Ability to organize and supervise a total sports program.
4. Previous successful coaching experience in assigned sport.
5. Substantial knowledge of the technical aspects of the sport and at the same time must continue to examine new theories and procedures pertinent to the field.
6. A valid driver's license is required if the employee operates a district vehicle.

Reports To: Varsity Head Athletic Coach in conjunction with the Assistant Principal/Activities Director or designee and the building Principal.

Supervised By: Assistant Principal/Activities Director in conjunction with the building Principal.

Job Goal: 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.

General: The success of athletic programs has a strong influence on the community's image of the entire school system. The public exposure is a considerable responsibility and community/parental pressure for winning, while stressful, must not override the objectives of good sportsmanship and welfare of participants. It is the intent of this job description to give sufficient guidance. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense.

Responsibilities:

- 1.0 Supervises a staff of high school assistant coaches or middle school assistant coaches in conjunction with the respective activities' administrators and principals.
- 2.0 Has a thorough knowledge of all district, league, and state regulations and is responsible for their implementation and adherence by the entire staff of the sports program.
- 3.0 Establishes the fundamental philosophy, skills, and techniques to be taught by staff. Designs staff meetings to ensure staff awareness of overall program.
- 4.0 Delegates specific duties, supervises staff, and at the end of the season analyzes staff effectiveness and evaluates all assistants.
- 5.0 Assists head athletic trainer and Activities Director by collecting appropriate paperwork and verifying eligibility of student athletes, including collection of pay-to-play fees.
- 6.0 Submits rosters in a timely fashion to the Activities Director/office staff.
- 7.0 Provides any unique training rules and regulations of the sport to each athlete and monitors practice attendance.
- 8.0 Monitors each participant's grades and conduct.
- 9.0 Directs and supervises student managers and statisticians.

- 10.0 Conducts a pre-season parent meeting and develops procedures for and maintains open communication with parents and athletes.
- 11.0 Determines discipline when it is necessary and contacts parents and the Activities Director to keep them informed of disciplinary actions.
- 12.0 Assists athletes in their college selection and in obtaining scholarships where applicable.
- 13.0 Responsible for organization and requisition of all supplies and equipment. Requisitions for equipment and/or supplies must be submitted to the Activities Director.
- 14.0 Responsible for collecting equipment at the end of the season and providing a list to the Activities Director of any students who have not returned equipment.
- 15.0 Responsible for maintenance, storage and inventory of equipment. Provides the Activities Director with an accurate inventory at the end of the season.
- 16.0 Responsible for the organization and management of daily practices to ensure proper skill development, tactical training and conditioning appropriate for the skill level of participants.
- 17.0 Responsible for supervision of athletes before, during and after practices and contests.
- 18.0 Responsible for arranging for a person who has completed courses in First Aid and CPR to be present at every activity including but not limited to practice, travel and competition.
- 19.0 Responsible for securing practice and contest facilities when custodians are not on duty.
- 20.0 Leads and directs participants in such a way as to encourage good sportsmanship and respect.
- 21.0 Interacts with athletic trainers and family physicians to report injuries and ensure athletes are cleared to participate following an injury.
- 22.0 Promotes the sport within the school by recruiting athletes that are not participating in other sports.
- 23.0 Promotes the sport outside the school through news media, camps, or any other means of publicity.
- 24.0 Maintains good public relations with news media, booster club, parents, officials, volunteers and fans.
- 25.0 Determines and obtains team awards at the end of the season and gives a list of award winners to the Activities Director.
- 26.0 Shall perform other duties as assigned.
- 27.0 **TERMS OF EMPLOYMENT**
 - 27.1 Salary and work schedule arranged in accordance with Board policies.
 - 27.2 Performance of this job will be evaluated in accordance with Moscow School District personnel policies.

The Moscow School District does not discriminate against any individual in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth and related medical conditions, physical characteristics, sex stereotyping, transgender status, and gender identity), marital status, national origin (including limited English proficiency), socioeconomic status, age, disability, or political affiliation or belief.

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