

# **Cochrane – Fountain City School District Job Description**

**Job Title:** Athletic Department Head Coach    **Supervisor:** Principal & Activities Director

## **Job Summary**

Position is responsible for coaching student athletes in game strategies and techniques to prepare them for athletic competition. Position motivates student athletes to develop an appreciation of the sport. Position centers on creating positive relationships with student athletes as outlined in the University of Missouri Positive Coaching Online Digital Workshop.

*The information contained in this job description is for compliance with the Americans 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 individual holding this position and additional duties may be assigned.*

## **Essential Duties**

1. Adheres to District Athletic Department Philosophy.
2. Complete Positive Coaching Training through District Specified Module.
3. Conducts self as a personal example of positive demeanor for the athletes and represents the school in a favorable manner.
4. Holds organizational meetings for team prospects and encourages potential athletes to participate in the sport.
5. Assesses player's skills and assigns team positions.
6. Develops a regular practice schedule and organizes practice time to provide both individual and team development.
7. Works with the athletics director in scheduling facilities for practices and competition.
8. Assigns duties to an assistant coach/coaches as necessary.
9. Coaches and instructs players, individually or in groups, regarding the rules, regulations, equipment, and techniques of the sport.
10. Observes players, during competition and practice to determine the needs for individual or team improvement.
11. Determines game strategy based on the team's capabilities.
12. Establishes and maintains standards of pupil behavior and provides proper supervision of athletes at all times.
13. Monitors the academic performance of team members to ensure that eligibility requirements are met; and encourages student athletes to maintain a high academic standard.
14. Follows established procedures in the event of an athlete's injury.
15. Conferences with parents/guardians, as necessary, regarding the athletic performance of their student or other issues such as behavioral or academic.
16. Follows state, conference, and district regulations governing the athletic program.
17. Models sportsman-like behavior and maintains appropriate conduct towards players, officials, and spectators.
18. Acts as a team representative and promotes the sport by communicating with the news media, booster clubs, service clubs, and other organizations.
19. Follows established procedures for the proper care, maintenance, and requisitioning of equipment, supplies, and uniforms.
20. Works with the athletic director to develop a policy for awards and submits a list of award winners at the end of the season.
21. Participates in special activities to include parent's night, banquets, award nights, and pep assemblies.
22. Maintains eligibility forms, emergency data cards, insurance records, equipment inventory, and other related records.
23. Models nondiscriminatory practices in all activities.
24. Develops an effective strength and conditioning program for the team that includes in-season training.
25. Develops daily practice plans that are posted in a visual format for all team sports.
26. Develops a packet with team rules, expectations, and essential procedures.
27. Follows appropriate fundraising guidelines as directed by District Policy.

## **Other Duties**

1. Attends staff development meetings, clinics, and other professional activities to improve coaching performance.
2. Performs any other related duties as assigned by the Principal & Athletic Director or other appropriate administrator.

**Job Specifications**

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Some experience as a head coach or assistant coach at the high school or another level preferred. Must possess effective coaching and teaching techniques and skills. Must possess a thorough knowledge of the rules, regulations, strategies, and techniques of the sport. Must possess the ability to establish and maintain effective working and positive relationships with school administrators, parents, and students. Certified to teach or coach in Wisconsin, or has completed Coaches Not Licensed to Teach Training.

**Working Conditions & Physical Requirements**

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 accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to stand for extended periods of time; exhibit manual dexterity to dial a telephone, see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

**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. Duties are normally performed in a school environment or outdoors. Duties may be performed away from school. The noise level in the work environment is usually moderate to loud.

**Supervision Exercised:** Assistant Coaches at both high school and junior high levels

**Supervision Received:** Principal and Activities Director

*This job description in no way states or implies that these are the only duties to be performed by this employee. The coach will be required to follow any other instructions and to perform any other related duties as assigned by the principal or athletic director appropriate administrator. Cochrane – Fountain City School District reserves the right to update, revise or change this job description and related duties at any time.*

**Description Applies to the Following Head Coaching Assignments:** Golf, Cross Country, Football, Volleyball, Wrestling, Dance, Basketball, Track and Field, Baseball, Softball

**Approvals:**

\_\_\_\_\_  
Supervisor Date

**I acknowledge that I have received and read this job description.**

\_\_\_\_\_  
Employee Name (Print) Signature Date