

## Washington West Supervisory Union Job Description

**JOB TITLE:** Head Athletic Coach (Varsity, JV, Frosh, and Middle School)

**FLSA STATUS:** Exempt

**UPDATED:** FY 2014

**POSITION OBJECTIVES:** To help each participating student athlete achieve a higher level of skill and competence. To foster an appreciation for the values of discipline, respect, professionalism, responsibility, sportsmanship and teamwork within each participating student athlete. To help each participating student athlete achieve an increased level of self-esteem. To promote the athletic philosophy of the district. To promote the physical fitness, discipline, commitment, leadership and team work while maintaining a commitment to education and an awareness of academic responsibility. To promote and foster enjoyment of the activity, competition, camaraderie, and commitment to the team, school and community.

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

- Provide instruction to the individual participants in the skills necessary for excellent achievement in the sport involved.
- Enforce and model discipline and sportsmanlike behavior at all times, and establish and oversee penalties for breach of such standards by individual students.
- Meet with the Athletic Director (or Administrator in charge of athletics) to establish or review procedures and time line of events.
- Assist the Athletic Director (or Administrator in charge of athletics) in scheduling interscholastic contests by contacting area schools to establish game schedule as requested/assigned.
- Coordinate bus requests through the Athletic Director (or Administrator in charge of athletics) or designee.
- Inventory athletic equipment and recommend any purchases of equipment, supplies, and uniforms as appropriate through the Athletic Director (or Administrator in charge of athletics).
- Submit requests for fees in advance of game.
- Set up officials' schedule for season and arrange for referees as needed (ADL only).
- Plan and schedule a regular program of practice for the season with the Athletic Director (or Administrator in charge of athletics) and other coaches.
- Review safety procedures, secure medical kits from nurse/trainer for injuries, take courses or workshops in first aid, bloodborne pathogens, etc...
- Hold first meeting with students to explain: ground rules, expectations, health forms, physicals, practice schedules, criteria for team membership.
- Hold tryouts when cuts are necessary consistent with the policies and practices of the school.
- Make and communicate final cuts using the established practices or guidelines established by the district. Discuss potential areas of conflict with the Athletic Director (or Administrator in charge of athletics).
- Provide Athletic Director (or Administrator in charge of athletics) with a list of team members (and game schedules as appropriate).
- Encourage sportsmanship among parents and other spectators. Reports any unusual incidences to the Athletic Director (or Administrator in charge of athletics).

- Hold a sign up meeting for students to give students the opportunity to sign up for the particular sport. Submit names of all students who signed up to Athletic Director (or Administrator in charge of athletics) to review student eligibility.
- Communicate with parents the district practices, procedures and expectations related to athletics. Any written parental communication must be reviewed by or carbon copied to the Athletic Director (or Administrator in charge of athletics).
- Send letter home with game and practice schedules, team rules and commitment page for the parents and student's signature.
- Hold and oversee practices and games: Supervise players from the beginning of practice until all team members have departed from school, including locker room supervision.
- Develop and maintain written practice plans for each practice. Retain plans for a minimum of one year.
- Oversee the safety conditions of the facility or area in which the sport is conducted at all times that students are present, and supervise team travel.
- Distribute and inventory uniforms and equipment. Inventory, organize and store uniforms and equipment at the end of the season.
- Maintain criteria for letter and/or other awards, keeping accurate records of award eligibility. Distribute awards to eligible students.
- Meet with the Athletic Director (or Administrator in charge of athletics) for final review of the season.
- Familiarity and adherence to the goals, standards, expectations, training requirements, rules, and policies outlined in the Coaches Guide.
- Familiarity and adherence to all WWSU and school district policies and rules, and state and federal laws and regulations.
- Familiarity and adherence to all Vermont Principal Association (VPA) rules, policies and bylaws, including those specifically related to the assigned sport. Meet VPA training and certification requirements.
- Be knowledgeable of, support, and help enforce the district's athletic policies and rules for students and parents (i.e. Academic Eligibility, Training Rules, Hazing, Attendance, Cut Policy, Playing Time, Insurance, Physical Exam, Athletic Letter Award Policy, Travel, Injuries, Two-Sport Policy, etc...)
- Maintain a team environment that is free from hazing and harassment.
- Supervise junior coaches and volunteer coaches as necessary.
- Maintain confidentiality of all student records and information in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and the WWSU policy on student records (Policy File Code: JO).
- Cooperate with school's Athletic Director and Principal in the planning, scheduling, and conduct of sports activities.
- Employ accepted educational methods in coaching, giving all players an opportunity to use and develop initiative, leadership, and judgment.

**SUPERVISION RECEIVED:** Coaches receive direct supervision from the Athletic Director or Administrator in charge of athletics.

**SUPERVISORY RESPONSIBILITIES:** The Head Varsity or Middle School Coach trains, plans, assigns and evaluates the quality of work, and plays a key role in the hiring and discipline of the Assistant Coach, JV Coach and Frosh Coach associated with his/her athletic program. The coach is responsible for the direct supervision of all athletes on his/her team during practices, competitions, and travel times. The coach is

responsible for the health and welfare of all athletes, and shall respond to and report all injuries and illnesses. The coach is also responsible for coordinating and supervising team/program volunteers, and to be sure they adhere to the Professional Standards of Conduct, Policies and Procedures, and Other General Rules & Expectations outlined in the Coaches Guide.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- **Education.** Consistent with Vermont Principal's Association (VPA) standards, all head coaches, and JV and Frosh coaches must be at least 18 years of age or a high school graduate at the commencement of the sport season for which the person has been appointed to coach.
- **Experience.** A minimum of two years of varsity level playing experience within the sporting event the person has been appointed to coach, or a combination of training and/or experience from which comparable knowledge and skills are acquired.
- **Certifications and Licenses.** Must meet the certification and training requirements of the VPA, including ASEP (American Sport Education Program) certification, and certifications in both Sports First Aid and Coaching Principles.
- **Language Skills.** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students, parents or employees of the organization.
- **Mathematical Skills.** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- **Computer Skills and Experience.** Word processing experience required. Knowledge of and experience with database systems desirable.
- **Reasoning Ability/Mental Requirements.** Ability to solve practical problems. Ability to maintain professionalism in stressful situations and in handling conflict.
- **Communication & Interpersonal Skills.** Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies.

**PHYSICAL EFFORT AND STRESS:** Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; climb or balance; and talk or hear. The employee is occasionally required to reach with hands and arms; stoop, kneel, crouch. The employee must occasionally lift and/or move up to 150 pounds with assistance when needed. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Coaches must also have the physical ability to participate in and demonstrate the sport being coached.

**WORKING CONDITIONS:** While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually moderate to loud.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual

positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.