



COLUMBIA BOROUGH SCHOOL DISTRICT
Job Description Guide

TITLE: Athletic Head Coach

SUMMARY OF PURPOSE

The coach is responsible for implementing the entire program including the rules of the sport. The coach is expected to keep in regular contact and communication with the athletic director. In addition, other tasks shall include, but not limited to, completing pre- and postseason inventories of equipment and uniforms, attending pre- and postseason meetings as scheduled by the athletic director, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletic director, verifying eligibility, monitoring team members' academic and attendance records, reporting scores to the CBSD sports director and tournament directors, communicating with tournament directors, establishing and handing out written criteria for selecting team members and earning athletic awards, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct for sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. Is responsible for the assignments listed below:

REPORTS TO: Athletic Director and High School Principal

Essential Duties and Responsibilities:

Head Coach – Varsity or Junior Varsity

1. Work closely with the athletic director and high school administration to plan and organize documents for communication through electronic communication, phone calls and visits.
2. Work with the athletic director to maintain and manage a budget within the district's expectations for the sport.

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3. Foster positive player/coach relationships. Collaborate and counsel team members in academic expectations, athletic, disciplinary and personal matters.
4. Schedule contests: Work closely with the Athletic Director which officials are assigned to officiate upcoming home games.
5. Works closely with the Athletic Director in the scheduling of contest and practices.
6. Schedule and plan away trips, transportation, lodging, and meals – if approved and when necessary.
7. Game Day preparation: Water and cups for teams, scoreboard operator, chairs, and score table, checks for officials, and video recorder.
8. Game strategy: Game tape, scouting reports, to provide players with the best opportunity to be successful.
9. Organize, prepare, and conduct individual and team practices, and training.
10. Communicate and direct the hiring and firing of assistant coaching staff in direct coordination with the Athletic Director.
11. Work closely with athletic trainer to ensure player health.
12. Evaluate and maintain inventory for supplies and uniforms.
13. Work with Athletic Director to ensure player eligibility.
14. In charge of statistical information for games, season, and records book. Work closely with web designer to keep information current. Report scores to the Athletic Director for future reference and historical documentation.
15. Work to help student athletes transfer to a four-year college or university.
16. Supervision of athletes during practice, competitions and special events.
17. Other duties assigned by the Athletic Director or District Administration.

RELATED JOB FUNCTIONS

1. Use computers for administrative tasks (including word processing, advising and student record-keeping, Internet applications) and instructional purposes (including computer lab, Internet and online applications).
 2. Participate in campus-wide assessment and assessment week.
 3. Participate in campus-wide faculty institute/in-service opportunities (if available).
 4. Attend student athletic award ceremonies and other athletic events each year.
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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge and ability to instruct students of different age groups and backgrounds, both individuals and groups, taking in account various modalities and methods.
2. Ability to communicate effectively in English, both orally (in one-on-one and group settings) and in writing which includes the ability to restate at various language levels, to simplify, and to use demonstrations which reframe the previous knowledge and concrete experience.
3. Willingness to coach on a flexible schedule as required (includes evenings, weekends and /or summers).
4. Technology capabilities are expected.

OTHER ERGONOMIC REQUIREMENTS

Position may require the employee to lift up to 35 pounds unassisted, stand for several hours at a time during work shift, stooping, crouching and bending, and other similar functions while performing essential and marginal job functions. All individuals are required to be able to perform these movements without a significant risk of injury, with or without accommodation, or to otherwise demonstrate or explain how they can perform the functions listed above.

DEPARTMENT/ORGANIZATION

- Keeps current with related school technology and developments that impact the department/building.
 - Makes decisions consistent with the School District mission and guiding assumptions, establishes and maintains effective communication and positive relationships within the school district.
 - Performs other functions as assigned by the supervisor.
 - Contributes to the effective team management of all issues and opportunities within the School District.
 - Maintains an optimum relationship with other staff members by being professional, courteous and always mindful of the importance of confidentiality.
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PHYSICAL/COGNITIVE/ENVIRONMENTAL

Physical Demands: Sitting 10%, walking/standing 90%
 Ability to reach above and below the waist
 Ability to use fingers to pick, feel and grasp objects
 Some stooping, bending and twisting of the body
 Ability to lift and/or carry supplies weighing up to 50 lbs. or more
 Ability to push/pull carts weighing 150 lbs or more
 Ability to stand or walk for extended periods of the workday.

Sensory Abilities: Visual and Auditory acuity

Cognitive Ability: Ability to communicate effectively
 Ability to organize tasks
 Ability to handle multiple tasks
 Ability to exercise good judgment
 Ability to follow written and verbal directions.

Mental: Must possess excellent interpersonal skills
 Must be able to work in an environment with frequent interruptions
 Able to receive oral communication
 Able to make judgments and work under high level of stress

Work Environment: Typical athletic environment. Subject to inside and outside
 environmental conditions due to the athletic season.

QUALIFICATION STANDARDS:

REQUIRED:

1. Experience and Education: Three to five years of head coaching experience. Teaching experiences a plus.

Employee Signature

Date

Supervisor Signature

Date

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