

# **Aromas-San Juan Unified School District Interscholastic Sports Coach Job Description**

## **Description of Basic Responsibilities:**

To help each participating student achieve a high level of skill, an appreciation for the values of discipline and sportsmanship, and an increased level of self-esteem.

**Supervisor:** Under the general supervision of the Athletic Director/Principal.

## **Essential Duties:**

1. Coach individual participants in the skills necessary for excellent achievement in the sports involved.
2. Plan and schedule a regular program of practice in season.
3. Work closely with the Athletic Director in scheduling interscholastic contests.
4. Recommend purchase of equipment, supplies, and uniforms, as appropriate.
5. Maintain necessary attendance forms, insurance records, and similar paperwork.
6. Oversee the safety conditions of the facility or area in which assigned sport is conducted at all times that students are present.
7. Establish performance criteria for eligibility in interscholastic competition in the coach's sport.
8. Enforce discipline and sportsmanlike behavior at all times, and establishes/oversees penalties for breach of such standards by individual students.
9. Assign assistant coaches to appropriate duties.
10. Arrange for managers for assigned sport.
11. Assist in evaluation of assistant coaches.
12. Make arrangements for end of season banquet in coordination with the athletic director.
13. Provide leadership for fund raising activities to enhance individual programs.
14. Know the rules of eligibility and report known violations to the athletic director, informed the athletes of eligibility rules.
15. Issue equipment once student has completed clearance for sport. Keep accurate records of all equipment issued/returned.
16. Enforce school athletic code.
17. Meet with the Athletic Director to verify accuracy of rosters for eligibility check.
18. Report student injuries requiring medical attention to the main office immediately. Fill out accident report forms within 24 hours. Accident report forms are turned into the Athletic Director.
19. Supervise the locker room before and after practice and secure the locker room.

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20. Control the use of improper language, enforced player conduct and training policies.
21. Administer first aid when necessary, know the limits of first aid and adhere to sound ethical practices and procedures.
22. Report promptly for all practice sessions and contests and dress according to the standards established by their sport.
23. Report any change of busing schedule or contest to the Athletic Director.
24. Report to the athletic director any additions or deletions to their team.

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions of board policy on evaluation.

**Terms of Employment:**

Seasonal per sport. Salary based on co/extra-curricular stipend schedule. (Appendix B of the certificated bargaining agreement.)

**Qualifications:**

1. Must possess a valid California driver's license.
2. Current CPR/first aid card.
3. Completion of coaching class/certification preferred.