

Coach

Job Title: Coach
Department: Activities
Reports to: Assistant Principal for Athletics & Activities
Classification: Exempt

Summary

A coach is responsible working within the framework of the athletics and activities program in accordance with district policies and procedures.

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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Duties and Responsibilities

An individual who holds this position is required to:

1. Have comprehensive knowledge of the rules and fundamentals of the sport assigned to coach.
2. Responsible for the information contained in the Athletics and Activities Handbook and Activity Funds Procedures Manual.
3. Provide emergency first aid.
4. Attend all conference general meetings and selection meetings.
5. Be responsible for all matters pertaining to the organization and administration of the coaching of the team under his or her direction and enforce all rules of the Missouri State High School Activities Association (MSHAA) as they pertain to the respective sports.
6. Maintain accurate rosters at all times, ensuring that it is up-to-date and on file with the Athletic & Activities Office.
7. Prepare detailed equipment and supply budget requests to be submitted to the Assistant Principal for Athletics & Activities.
8. Inspect all equipment, oversee the issuance and collection of equipment, maintain equipment inventory records, and direct activities of student managers.
9. Responsible for all tryouts, practices, team meetings, and athletic contests when the team is involved, including off-season programs.
10. Report injuries of participants to the Assistant Principal for Athletics & Activities.
11. Employ in positive coaching methodology.
12. Work with athletic booster club organization.
13. Provide a safe environment for students.
14. Adhere to all the policies, procedures and regulations of the building and district.

Supervisory Duties

Head Coach – Assistant Coach

Head Coach and Assistant Coach - Supervise students at all times

Qualifications

Coach

Education

Head Coach – Bachelor’s degree from accredited college/university

Assistant Coach – Minimum of 60 hours from accredited college/university

Certificates, Licenses, Registrations

Head Coach – Valid Missouri Teaching Certificate

Head Coach and Assistant Coach – CPR Certification

Skills and Abilities

Language

An individual who holds this position must have the ability to:

1. Read, analyze and interpret professional journals, Board policy, administrative procedures and forms and governmental regulations and guidance.
2. Complete forms, write reports and engage in written correspondence with parents.
3. Present information effectively and respond to questions.
4. Write clear and complete coaching plans.

Computation

An individual who holds this position must have the ability to:

1. Work with mathematical concepts such as probability and statistical inference.
2. Apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning

An individual who holds this position must have the ability to:

1. Solve a variety of problems in many different situations.
2. Interpret instructions presented in written, oral, diagram or schedule form.
3. Apply knowledge of current educational theory and instructional techniques while presenting subject matter to students.

Other Skills and Abilities

An individual who holds this position must have the ability to:

1. Identify needs and abilities of individual students and to adapt instructional methods accordingly.
2. Establish and maintain effective relationships with students, peers and parents.
3. Perform multiple tasks simultaneously.

Technology

An individual who holds this position must have the ability to:

1. Perform basic computer functions such as word processing and internet use.
2. Use district software for recording grades and finding student information.
3. Utilize smart boards, projectors and other instructional technology provided by the district.

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

Physical Demands

An individual who holds this position must have the ability to:

Coach

1. Speak and hear in an environment where numerous conversations and activities may be taking place simultaneously.
2. Move around the classroom.
3. Read handwritten or printed material.

Attendance

Consistent and regular attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time to perform such tasks as loading and unloading students from district transportation and supervising recess.

Terms of Employment

Contracted school year