

PINON UNIFIED SCHOOL DISTRICT NO. 4

JOB DESCRIPTION

Position Title: High School Head Athletic Coach

Terms of Employment: Spring/Fall

Salary: As Per District Activity Salary Schedule

FLSA Status: Non-Exempt

Benefits: Standard Package

QUALIFICATIONS:

1. Valid Arizona Department of Education teacher certification or NFICEP (National Federation of Interscholastic Coaching Education Program) recognition;
2. NFHS Coaching Education Program completion or AIA certified equivalent – AIA bylaw 17.1
3. Employment as a teacher in School District
4. Has the ability to organize and supervise a total sports program
5. Has previous successful coaching experience in assigned sport
6. The head coach must have substantial knowledge of the technical aspects of the sport and at the same time must continue to examine new theories and procedures pertinent to the field
7. Must have proven successful employment record.

JOB GOAL: To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

1. The success of athletic programs has a strong influence on the community's image of the entire system. The public exposure is a considerable responsibility and community/parent pressure for winning performance is taxing, but must not over-ride the objectives of good sportsmanship and good mental health.
2. The position includes other unusual aspects such as extended time, risk injury factor and due process predicaments
3. It is the express intent of this job description to give sufficient guidance to function. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.

DUTIES AND RESPONSIBILITIES:

1. Has a thorough knowledge of all athletic policies approved by the Arizona Interscholastic Association, the Governing Board and is responsible for their implementation by the entire staff of the sports program
2. Has knowledge of existing system, state and league regulations; implements same consistently and interprets them for staff
3. Understands the proper administrative line of command and refers all requests or concerns through proper channels. Is aware of all public/staff/departmental meetings that require attendance
4. A staff of high school assistant coaches and middle school coaches in conjunction with the district activities director and the respective principal.
5. Establishes the fundamental philosophy, skills and techniques to be taught by staff. Designs conferences, clinics and staff meetings to ensure staff awareness of overall program
6. Trains and informs staff, encourages professional growth by encouraging clinic attendance according to local policy
7. Delegates specific duties, supervises implementation, and at season's end, analyzes staff effectiveness and evaluates all assistants
8. Maintains discipline, adjusts concerns and works to increase morale and cooperation
9. Assists the district activities director in scheduling, providing transportation and requirements for tournament and special sport events
10. Assists in the necessary preparation to hold scheduled sport events or practices and adheres to scheduled facility times. Coordinates program with maintenance and school employees
11. Provides documentation to fulfill state and system requirements concerning physical examinations, parental consent and eligibility
12. Provides proper safeguards for maintenance and protection of assigned equipment and site
13. Advises the athletic director and recommends policy, method or procedural changes
14. Provides training rules and any other unique regulations of the sport to each athlete who is considered as a participant.
15. Gives constant attention to a student athlete's grades and conduct

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- 16. By his/her presence at all practices, games and while traveling, provides assistance, guidance and safeguards for each participant
- 17. Initiates programs and policies concerning injuries, medical attention and emergencies
- 18. Completes reports of all disabling athletic injuries on proper forms and submits to athletic office within 24 hours. Directs student managers, assistants and statisticians
- 19. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary and contacts parents when a student is dropped or becomes ineligible
- 20. Assists athletes in their college or advanced educational selection
- 21. Participates in the budget process with the district activities director. Recommends equipment guidelines as to type, style, color or technical specifications. Is responsible for operating within budget appropriations
- 22. Is accountable for all equipment and collects the cost of any equipment lost or not returned. Arranges for issuing, storing and reconditioning of equipment and submits annual inventory and current records
- 23. Responsible for cleanliness and maintenance of specific sport equipment. Properly marks and identifies all equipment before issuing or storing
- 24. Monitors equipment rooms and coaches' offices
- 25. Permits athletes to be in authorized areas at the appropriate times
- 26. Examines locker rooms before and after practices and games. Checks on general cleanliness of the facility
- 27. Secures all doors, lights, windows and locks before leaving building when custodians are not on duty
- 28. Instills in each player a respect for equipment and school property, its care and proper use
- 29. Organizes parents, coaches, players and guests for pre-season meetings
- 30. Promotes the sport within the school by recruiting athletes that are not participating in sports. Promotes sports outside the school through news media, little league programs or in any other publicity vehicle as approved.
- 31. Ensures quality, effectiveness and validity of any oral or written release to local media
- 32. Maintains good public relations with news media, booster club, parents, officials, volunteers and fans
- 33. Presents information to news media concerning schedules, tournaments and results
- 34. Performs other duties as assigned.

REPORTS TO: **The district activities director, who provides overall objectives and final evaluation in conjunction with the high school principal.**

EVALUATION: **Performance will be evaluated in accordance with the Governing Board Policy on Evaluation of Support Services Personnel.**

Employee's Signature: _____

Date: _____