



## Fort Cherry School District

### Job Description

<b>Title:</b>	Athletic Coach
<b>Overview:</b>	Employee shall manage and oversee the District's sports program; help each participating student athlete achieve a high level of skill, an appreciation for the values of discipline and sportsmanship, and an increased level of self-esteem
<b>Location:</b>	Athletic Office
<b>Reports to:</b>	Athletic Director
<b>Supervises:</b>	Assistant Coaching Staff/Volunteers
<b>Coordinates with:</b>	All Administrative and Supervisory Personnel of the School District State and Regional Athletic Associations Local Booster Clubs Parents

#### Essential Duties:

1. Responsible with assistance from Athletic Director for all matters relating to the sport under his/her direction
2. Serves as liaison to the community program
3. Adheres to FCSD Coach's Handbook
4. Acts as a positive role model on and off the court/field/site, etc.
5. Coach individual participants in the skills necessary for achievement in the sport
6. Maintains competency in rules, event procedures, coaching technique, and general information related to the sport

7. Works cooperatively with all area Coaches, Athletic Directors, and Communities, and Organizations to ensure a healthy, positive, and well-rounded programming
8. Secures the Athletic Director's approval before scheduling non-school facilities for off-campus activities
9. Works with Coaching Staff and/or Athletic Director to plan transportation and appropriate supervision at away contests in compliance with District travel policy and guidelines
10. Assist Athletic Director in recruiting assistant and volunteer coaches
11. Assigns duties to coaching staff
12. Maintains an accurate and current team & program roster and submits copies to the Athletic Office
13. Works closely with the Athletic Director and Booster Club in the financing of his/her sport; follows District and State policies regarding funding, fundraising, and the like
14. Develop a consistent and positive communications procedure through the school and media to inform the parents and the general public about his/her sport
15. Maintains accurate statistics, records, and results of the season; statistics need to be uploaded and communicated to regional software and local media outlets in a timely manner
16. Arrange for the presentation of team awards through the Athletic Office
17. Record, submit, and maintain necessary forms and paperwork
18. Enforce all rules of the District and State related to his/her sport
19. Enforce discipline and sportsmanlike behavior at all times
20. Create player handbook and monitor student athlete academics, behavior, and social-emotional aptitude

21. Ensure that no bullying/cyberbullying and/or hazing occurs; if thought to, notification to Athletic Director shall be immediate
22. Establishes performance criteria for participation in interscholastic competition in his/her sport
23. Checks with Athletic Office on individual athlete's eligibility.
24. Cooperates with the Athletic Director to verify that no participant is issued equipment or allowed to practice until his/her physical examination card has been completed and his/her insurance coverage is in effect
25. Oversee the safety condition of the facility or area in which assigned sport is conducted at all times that students are present; may delegate to assistant coach(es) as needed
26. Enforces rules and regulations concerning conditioning of players and their health and safety
27. Reports injuries to the athletic trainer through personal communication, as well as completing and submitting incident reports to the athletic trainer and Athletic Office
28. Exercises great care in dealing with all injuries and particularly those that are of a serious nature. In all cases, the coach should assure that the injured athlete receiving competent medical care. Following injuries of a serious or prolonged nature, the coach should secure the signed approval of the doctor and parent before the athlete is allowed to participate again in athletic activities
29. Provides supervision of all athletes until they have left the building and/or site; may delegate to assistant coach(es) as needed
30. Ensures that all windows, doors, and gates are locked in any area that has been used
31. Plans all practice sessions and competitions, and supervises out-of-season conditioning program
32. Ensures a positive environment free of hazing, harassment, bullying and intimidating language and behaviors

33. Plans and executes special events such as assemblies, Senior/Parent Night, team meals, awards banquet, other special recognition, etc.
34. Attend athletic conference meetings, trainings, and state conferences as needed
35. Communicate effectively with all members of the District and Community
36. React to change productively and handle other tasks as assigned
37. Maintain confidentiality
38. Support the mission, vision, and belief statements of the District
39. Any other responsibilities assigned by the Superintendent/Building Principal/Athletic Director

### **Qualifications and Skills:**

- High School Diploma, Associate's Degree preferred
- Valid certificate in designed sport preferred
- Valid certification for Concussion and Sudden Cardiac Arrest training as mandated by State Regulations
- Valid certification in Coaching Education and Sports First Aid
- Valid certification for Local and State training regulations
- Training in sport related field
- One (1) year of coaching/training experience
- Demonstrate working knowledge of Federal, State, and Local rules and regulations related to athletics
- Demonstrate strong communication skills both verbal and written
- Ability to work well with others and have positive attitude
- Ability to organize, supervise, and set priorities
- Ability to multi-task and exercise good judgment while working in a dynamic environment
- Ability to respond sensitively to common inquiries or complaints
- Ability to supervise and manage others
- Ability to work independently and be self-motivated
- Ability to gain all clearances and requirements set forth by federal, state, and local regulations

- Any addition to the above qualifications/skills as be determined by the Board of School Directors/Superintendent

**Terms of Employment:**

Employment obligations will be defined in the Professional Educator Collective Bargaining Agreement; such items as work year, workdays, salary, and benefits will be established in accordance with the provisions of the agreement

**Evaluation:**

Job performance will be evaluated at least annually in accordance with the provisions outlined in the employee's agreement