

North Monterey County Unified School District

POSITION DESCRIPTION

Position Title:	Head Coach
Department:	Athletic
Reports To:	Principal and/or Designee/Athletic Director

SUMMARY:

The Head Coach will instruct athletes in the fundamental skills, strategies, and physical conditioning necessary for them to realize a degree of individual and team success. The Head Coach has the ability, desire, and knowledge to be totally conscious of the sensitive nature of adolescent development. It is expected that this role will empower the coach with the ability to provide the student with an atmosphere in which each person is treated with respect and dignity, that opportunity is available to improve skill development, and there is a climate conducive to accumulation of knowledge through a cooperative learning experience. Through his/her conduct, the coach will provide the expression of professional attributes, good sportsmanship, and will serve as a positive role model for our students. The success of athletic programs has a strong influence on the community's image of the entire school system. The public exposure is a considerable responsibility, and community/parent pressure for winning performance is taxing, but must not override the objectives of good sportsmanship and good mental health for student participants. The Head Coach will be evaluated annually by the administrator on his or her performance of duties.

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

SAMPLE DUTIES AND RESPONSIBILITIES:

1. Has a thorough knowledge of all the athletic policies, and is responsible for their implementation by the entire staff of his/her sport program.
2. Conduct oneself in an appropriate professional manner, serving as a role model for the student athletes.
3. Has knowledge of the existing systems, state and league regulations, implements the same consistently, and interprets them for his/her staff.
4. Understands the proper administrative line of command; refers all request or grievances through proper channels; and is aware of all public/staff/departmental meetings that require his/her attendance.
5. Assists the Athletic Administrator in scheduling, providing transportation and requirements for tournaments.
6. Advises the Athletic Administrator and recommends policy, method, or procedural change.
7. Establishes the fundamental philosophy, skills and techniques to be taught by the staff. Designs conferences, clinics, and staff meetings to ensure staff awareness of overall program.
8. Trains and informs staff and encourages professional growth through clinic attendance according to local clinic policy.
9. Delegates specific duties, supervises implementation, and at season's end, analyzes staff effectiveness.

10. Maintains discipline, adjusts grievances and works to increase morale and cooperation.
11. Performs other duties which may be assigned by the Administration, Athletic Director and/or Assistant Athletic Director.
12. Is fully responsible for the overall supervision of the program.
13. Is in charge of assignments and duties of assistant coaches working in the sport.
14. Is responsible for keeping practice periods for the sport within the confines of the time specified by the Athletic Administrator.
15. Is responsible for the general upkeep and protection of equipment under his/her jurisdiction.
16. Is responsible for a complete inventory of equipment used for the sport.
17. Is responsible for submitting a written summary of the yearly program as outlined by the Athletic Director.
18. Is responsible for drafting and submitting a budget for the sport.
19. Is responsible to be available to assist in preparing practice and game field/court for practice or games.
20. Is responsible for evaluation of all sub-varsity coaches.
21. Provides training rules and other unique regulations of the sport to each athlete who is considered a participant.
22. Gives constant attention to a student athlete's grades and conduct.
23. Directs student managers, assistants and statisticians.
24. Other duties as assigned.

QUALIFICATIONS/TRAINING/EXPERIENCE

1. High School Diploma or equivalent
2. Successful Completion of all pre-requisite training for coaches in the State of California, the Central Coast Section and by the North Monterey County Unified School District.
3. Understanding of the principles of student growth, development, and learning, and of how to promote a positive interscholastic program.
4. Positive leadership ability.
5. Determination to develop the best possible educational and extracurricular programs for all students; embracing diversity.
6. Oral and written skills.
7. Interpersonal skills using tact, patience and courtesy.
8. Has the ability to organize, direct, and supervise a total sport program.
9. Has substantial knowledge of the technical aspects of the sport and is willing to examine new theories and procedures important to the field.
10. Experience: Has previous experience as an effective coach in the assigned sport.
11. Possess a valid CA driver's license and a signed DMV pull notice prior to driving a district vehicle.

DESIRABLE QUALIFICATIONS

1. Possession of a valid CA teaching credential.
2. Sensitivity to characteristics and needs of all children.
3. Ability to manage budget and equipment/materials.
4. Ability to implement policy and regulations.
5. Analyze situations accurately and adopt an effective course of action.
6. Meets schedules and time lines.
7. Communicate effectively with diverse constituencies
8. Prepare comprehensive narrative and statistical reports.
9. Maintain consistent, punctual, and regular attendance.

10. Advise and instruct students.
11. Collaborative and problem solving orientation.
12. Strategic and analytical thinking skills and the ability to apply deductive reasoning and draw conclusions in order to solve problems and facilitate the decision-making processes.

WORKING CONDITIONS

Mental Demands: problem solving, flexibility, evaluating, organizing, consulting, planning, coordinating, implementing, and presenting

Physical Demands: sitting, standing, walking, writing, talking, and demonstrating, ability to carry up to 50 pounds on an intermittent basis

Environmental Conditions: inside, outside, working with athletes

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of duties performed. Individuals holding this position may perform additional duties and additional duties may be assigned.

Board Approved: July 21, 2016