

North Monterey County Unified School District

POSITION DESCRIPTION

Position Title:	JV/Frosh Head Coach
Department:	N/A
Reports To:	Head Coach

SUMMARY:

Under the direction of the Principal, Head Coach, Athletic Administrator and Athletic Director, this position has the responsibility to coach with a comprehensive high school program where the primary focus will be mentoring, training, coaching, and coordinating aspects of a high school program while the total development of the student-athlete is the highest priority. The JV/Frosh 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. Follows and maintains knowledge of all District policies and procedures.
2. Instructs and demonstrates skill sets and techniques necessary for individual and team achievement.
3. Plans and sets-up, in conjunction with the Athletic Director and Assistant Principal, activities, practices and game schedules.
4. Maintains site facility for safety, etc.
5. Assures a certified coach is present at all practices and games.
6. Develops appropriate training programs and practice schedules.
7. Ensures that proper cleaning, storage, and maintenance of all athletic equipment and uniforms and updated inventories are adhered to.
8. Arranges, in conjunction with the Athletic Director, transportation for athletic participants.
9. Travels with student athletes on the team bus both to and from games.
10. Adheres to all financial policies of the District in regard to the collection and disbursement of money, expenses, and receipts.
11. Makes recommendations regarding the purchase of uniforms, equipment and supplies.
12. Maintains necessary records and completes required paperwork and team statistics in a specified time and manner.
13. Ensures that proper forms (insurance, attendance, medical, academic eligibility) are obtained and current.
14. Ensures that all student athletes are eligible, insured, have paid their fees, and are in good physical condition from the beginning to the end of the season.
15. Enforces discipline policies and emphasizes sportsmanship and healthy lifestyles.
16. Ensures supervision of students in locker rooms, at home and away games, and ensures appropriate behavior.
17. Checks and secures all office, storage room, outside doors, locker rooms and all lights after last player leaves after games and practices (Head Coach may delegate this responsibility to an Assistant Coach).
18. Ensures that appropriate District, CIF (State, Section and League) rules and regulations regarding the conduct and eligibility of athletic activities and athletes are explained and followed.
19. Maintains a safe environment and facilities for student athletes at all times.

20. Ensures that medical and safety requirements are adhered to.
21. Reports and secures approval from the Athletic Administrator of all adults associated with their sport.
22. Submits athlete rosters to the Athletic Administrator before the first practice, one week before the first game, any changes to student information on the roster, inventories (copy to office secretary as well), final season statistics and alphabetical list of award winners immediately following the season (list includes number of awards earned and the class of the athlete.).
23. Consults with Athletic Director and Athletic Administrator regarding any off-season training programs.
24. Assigns duties to all assistant coaches under his/her jurisdiction; including pre-season practice sessions.
25. Interacts thoughtfully and courteously with students, staff, parents, fellow coaches, and officials and resolves conflict in a professional manner.
26. Appropriately maintains and secures confidential records and inquiries.
27. Professionally represents the school and the District in interactions with students, parents, community, staff and the media.
28. Attends or delegates attendance of Assistant Coach to all League Coaches meetings.
29. Maintains appropriate certifications and training hours as required.
30. Attends work regularly and is punctual.

QUALIFICATIONS/TRAINING/EXPERIENCE

1. Possession of a valid CA teaching credential or equivalent.
2. Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
3. Documentation of a clear criminal record.
4. Complies with drug-free workplace rules and board policies.
5. Successful completion of all pre-requisite training for coaches by the North Monterey County Unified School District.
6. Understanding of the principles of student growth, development, and learning, and of how to promote a positive co-curricular program.
7. Positive leadership ability.
8. Determination to develop the best possible educational and co-curricular programs for all students; embracing diversity.
9. Oral and written skills.
10. Interpersonal skills using tact, patience and courtesy.
11. Has substantial knowledge of the technical aspects of the related activity and is willing to examine new theories and procedures important to the field.
12. Must possess effective leadership techniques and skills.
13. Must possess the ability to establish and maintain effective working relationships with school administrators, parents, and students.
14. Valid California Driver's License and a signed DMV pull notice authorization prior to driving a district vehicle.

DESIRABLE QUALIFICATIONS

1. Successful (recent) experience in the program in which applying (within last five (5) years).
2. Experience working directly with collegiate and/or public school districts.
3. Must have demonstrated ability to lead young adults in an athletic setting, working knowledge of CIF rules/regulations, effective oral and written communication, and strong organizational skills.
4. Demonstrate experience working with young adults in a positive environment.
5. Maintains appropriate certifications and training hours as required.
6. Demonstrates professionalism and contributes to a positive work environment.
7. Organizes tasks and manages time effectively.

8. Skillfully manages individual, group, and organizational interactions.
9. Effectively uses verbal, nonverbal, writing, and listening skills.
10. Averts problem situations and intervenes to resolve conflicts.
11. Exhibits consistency, resourcefulness, and resilience.
12. Exercises self-control and perseverance when dealing with students.
13. Maintains an acceptable attendance record and is punctual.
14. Plans work assignments, provides instructions, and monitors assigned staff and volunteers.
Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.
Sensitivity to characteristics and needs of all children.
15. Ability to manage equipment/materials.
16. Ability to implement policy and regulations.
17. Collaborative and problem solving orientation.

WORKING CONDITIONS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; run; jump; stretch; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 100 pounds. The employee may occasionally climb stairs, or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision. The employee must have the ability to demonstrate proper techniques and skills needed for athletic participation.

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