

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title	HEAD COACH	File 405
Reports to:	Athletic Director	
Job Objectives:	Works with student athletes to improve personal and teamwork skills. Provides guidance and encouragement to help students profit from their participation. Keeps the athletic director informed about emerging issues.	
Minimum Qualifications:	<ul style="list-style-type: none">·Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).·Documentation of a clear criminal record.·Complies with drug-free workplace rules and board policies.·Relevant coaching experience.·Completion of all pupil activity supervisor validation requirements.·Knowledgeable about interscholastic athletic program regulations.·Meets all prerequisite qualifications to be bonded.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">·Provides technical expertise in coaching the assigned athletic activity.·Upholds board policies and follows administrative procedures.·Promotes a favorable image of the school district. Encourages community partnerships that enhance district programs and services.·Works with the athletic director to evaluate program needs. Requisitions program supplies and equipment. Promotes the proper use and care of school property.·Reviews procedures and schedules before the start of the season.·Attends all mandatory programs (e.g., rules interpretation, first aid/CPR training, etc.).·Encourages student involvement in program activities. Helps parents and students understand program objectives. Explains student responsibilities (e.g., scholastic eligibility, parental permission, physical exams, training/performance schedules, requirements for letters, optional insurance coverage, waiver forms, etc.).·Organizes team tryouts. Maintains the integrity of the selection process.·Organizes and carries out a practice schedule. Coordinates activities with the school calendar. Gives the athletic director a copy of all student communications.·Maintains accurate records and submits reports on time.·Respects personal privacy. Maintains the confidentiality of privileged information.·Avoids public criticism of training/coaching methods used by other individuals.·Assumes responsibility for the development of off-season activities (e.g., summer training, clinics, etc.).·Assists with the optional student insurance program when offered. Maintains information as directed.·Teaches precautions and procedures to help students prevent injuries. Ensures that medical authorization forms are on file and readily available. Promptly documents all injuries that require medical attention.·Evaluates individual and team performance. Prepares statistics. Develops and refines game strategies.·Recruits, trains, and supervises student managers, trainers, and scouts.·Helps the athletic director secure personnel for home games.·Provides guidance, communicates high expectations, and shows an active interest in student progress. Promotes academic success as an important priority for all students.	

- Maintains high standards and upholds the student conduct code.
- Reports student discipline problems, vandalism, and other related concerns.
- Verifies that participants have fulfilled all requirements for letters, awards, and/or certificates. Participates in student recognition programs.
- Helps with supervision responsibilities related to the preparation of athletic fields and practice areas.
- Assigns and keeps track of athletic equipment issued to students and staff.
- Ensures that students keep locker rooms and practice areas orderly.
- Helps arrange transportation and lodging for sanctioned activities.
- Obtains permission to be away when duties conflict with other assigned duties.
- Takes precautions to ensure staff/student safety. Does not leave students unsupervised.
- Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Monitors innovations, evaluates activities, and recommends program improvements.
- Works closely with the athletic boosters association.
- Supervises approved fund raising projects. Works with the athletic director to ensure that all financial activities are processed through the proper student activity account.
- Participates in national, state, and/or regional activities that advance district goals.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Supervisory
Responsibility:**

Under the direction of the athletic director: plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.

·Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Amherst Exempted Village School District Board of Education.

The Amherst Exempted Village School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

No portion of this job description shall supersede the Master Agreement between the Amherst Teachers Association and the Amherst Exempted Village School District Board of Education and applicable state or federal laws. Any changes in working conditions applicable to the current agreement shall be subject to negotiations at the demand of either party.