

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

09/16 Effective Date	<u>COACH, HEAD</u> Job Title	1.10.1 Index
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1. Primary Function: Provides leadership to a program that teaches and coaches students who desire to excel in sports and provides them with the opportunity for advanced study and participation under expert guidance in an environment conducive to learning.
2. Responsible to: Building principal and building athletic coordinator.
3. Immediate Subordinates: Assistant coaches in the same sport.
4. Assigned Responsibilities:
 - 4.01 Directs and supervises assistant coaches.
 - 4.02 Holds organized, supervised practice as the program requires.
 - 4.03 Teaches the skills necessary to participate and to be competitive in the sport.
 - 4.04 Teaches the strategies necessary to participate and to be competitive in the sport.
 - 4.05 Teaches the drills and exercises needed for developing strength, stamina, and speed in the sport.
 - 4.06 Develops seasonal goals and objectives and daily practice plans.
 - 4.07 Develops lines of communications with students, staff, parents, press, officials, and booster clubs to promote the sport.
 - 4.08 Maintains a record that includes information about equipment, supplies, student eligibility, and emergency medical information.
 - 4.09 Ensures adult supervision of athletes before and after practice, games, and on bus trips.
 - 4.10 Provides for the safety and security of all student athletes.
 - 4.11 Prepares and submits to the building athletic coordinator a final season report that includes:
 - 4.11.01 Inventory of all supplies and equipment.
 - 4.11.02 Records of the contests.
 - 4.11.03 Individual records of athletes for awards.
 - 4.11.04 A tentative budget projection for the next season.
 - 4.12 Complies with all athletic association regulations, league rules, and District policies.
 - 4.13 Attends coaching clinics as requested by building principal or athletic coordinator.
 - 4.14 Follows all specified standards, policies, and procedures of the building and Salem-Keizer School District.
 - 4.15 Actively encourages student participation.
 - 4.16 Promotes the ethical value of athletics.
 - 4.17 Maintains a positive working relationship with the administration and community that enhances the sport.
 - 4.18 Monitors academic success of student athletes.
 - 4.19 Provides proper care, maintenance, and security of facilities, equipment, and supplies from the first day of the season until the cycle of responsibility is completed.
 - 4.20 Promotes concepts of sportsmanship.
 - 4.21 Develops positive health and safety standards for all athletes in the program.

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5. Minimum Qualifications:

- 5.01 Must be at least eighteen years of age.
- 5.02 Certification: OSAA Coaches Education Program (High School only)
- 5.03 Current standard first aid certification.

Additional Qualifications:

- 5.04 Previous coaching experience desirable.
- 5.05 Game experience is desirable in high school, college, professional, or club level.
- 5.06 Knowledge of:
 - 5.06.01 Psychology of the adolescent and the motivational techniques needed in competitive athletics.
 - 5.06.02 Recent rule changes in the sport.
 - 5.06.03 Oregon School Activities Association rules and regulations, Greater Valley Conference constitution, SOP's and the District 24J Athletic Handbook.
 - 5.06.04 Proper nutrition for an athlete.

6. Term of Employment: First day of the season until the cycle of responsibility is completed for the season.

7. Salary Level: Based on extra duty differentials assigned to the sport.

8. Evaluation: This head coaching position will be evaluated at a minimum in accordance with Salem-Keizer Public Schools Head Coach Evaluation procedures.

Approved by: _____ Date

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(supervisor)

Received by: _____ Date

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(staff member)