

THE TROY CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	HEAD COACH	File 404
Reports to:	Director of Athletics	
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 director of athletics informed about current activities and emerging issues.	
Minimum Qualifications:	<ul style="list-style-type: none">Valid Ohio Department of Education license/certificate appropriate for the assignment.Meets all mandated health requirementsA record free of criminal violations that would prohibit public school employment.Complies with drug-free workplace rules and board policies.Relevant coaching experience. Substantial knowledge of the assigned sport's technical aspects.Commitment to continuing education in pertinent theories and procedures.Completion of all pupil activity supervisor validation requirements.Knowledgeable about interscholastic athletic program regulations.Meets all prerequisite qualifications to be bonded by the district's insurance carrier.	
Essential Functions:	<p>The following duties are representative of performance expectations. Reasonable accommodations may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">Assumes responsibility for the entire sports activity as assigned. Provides technical expertise and physical skill in coaching the assigned athletic program.Establishes fundamental philosophy, skills, and techniques to be taught by assigned athletic staff.Upholds board policies and follows administrative procedures.Supports community partnerships that enhance district programs.Works with the director of athletics to evaluate program needs. Requisitions essential supplies. 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 training, etc.).Encourages student involvement in program activities. Helps parents and students understand program objectives.Provides training rules and other unique regulations of the sports activity to each participant. Explains student responsibilities (e.g., scholastic eligibility, parental permission, physical exams, training/performance schedules, requirements for letters, insurance, 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 director of athletics 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.).Teaches precautions and procedures to help students prevent injuries. Ensures that medical authorization forms are on file and readily available. Promptly documents all safety incidences and/or accidents.Evaluates individual and team performance. Prepares statistics. Develops and refines game strategies.Helps the director of athletics secure personnel for home games.Recruits, trains, and supervises student managers, and scouts.Communicates high expectations and shows an active interest in student progress.Promotes academic success as an important priority for all students.Upholds the athletic code of conduct. Implements effective pupil management procedures.Reports student discipline problems, vandalism, or 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 classroom duties.	

- Takes precautions to ensure student safety. Does not leave students unsupervised.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Evaluates and recommends changes to enhance future programs.
- Works closely with the athletic boosters association.
- Supervises approved fund raising projects. Works with the director of athletics 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 professional growth opportunities.
- Accepts responsibility for work-related decisions and conduct.
- Strives to develop rapport with others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

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

- Demonstrates professionalism.
- Delivers a positive learning environment and engenders student enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Communicates effectively using verbal, nonverbal, and writing skills.
- Organizes tasks and manages time effectively.
- Interprets information accurately and initiates effective responses.
- Averts problem situations and helps resolve conflicts.
- Exercises self-control when dealing with other individuals.
- Maintains an acceptable attendance record and is punctual.

**Supervisory
Responsibility:**

Under the direction of the director of athletics: schedules work assignments, provides instructions, and communicates expectations to assigned staff. Assumes responsibility for the results of duties delegated to staff.

**Working
Conditions:**

District policies/procedures address workplace issues to minimize exposure to the following situations and factors that may not always be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may include operating and/or riding in a vehicle.
- Duties may include working under time constraints to meet deadlines.
- Duties may include traveling to meetings and work assignments.
- Duties may include lifting carrying, and or moving work-related supplies/equipment.

**Performance
Evaluation:**

Job performance is evaluated according to the collective bargaining agreement.

The Troy City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability.

Revised: September 2004

Signature: _____ Date: _____