



Job Description

- Title:** Head Coach
- Qualifications:** Process knowledge of all aspects of the sport; 3-5 years coaching experience; demonstrated interest in and an aptitude for performing tasks listed; willingness to abide by policies and procedures of administration; develop spiritual and moral values in athletes; build relationships with parents, faculty & staff of SJS; fostering sportsmanship and providing a safe and nurturing atmosphere for athletes.
- Reports to:** Athletic Director(s)
- Overall Job Goal:** Within the framework of the entire athletic program, provides leadership in the ongoing development and improvement of his/her coaching area through coordination, planning, evaluation, and implementation of programs.
- The head coach will set a positive example by fostering self-confidence and instilling pride in appearance by complying with and administering the school dress code at all competitive events:
- a. For indoor events, coaching staff is required to wear black dress slacks and dress shirt (shirt as provided by the school). If the coach performs pre-game warm ups with team (volleyball), black dress shorts is acceptable attire.
 - b. For outdoor events, coaching staff is required to wear black dress slacks or dress shorts, based on physical participation and appropriate to the environment. Dress shirt (as provided by the school) is also required.
- Function:**
1. Plans and administers staff responsibilities, staff plans, seasonal plans and scouting duties.
 2. Maintains liaison and active participation with other community activities.

3. Assist in recruitment, screening, hiring, training and assignment of coaching staff.
4. Assist in the ongoing evaluation of the coaching staff.
- 5. During Season:**
 - a. Implement school standards and contractual student-athlete agreements.
 - b. Provide information for transportation, officials & game management.
 - c. Assume responsibility for constant care of equipment & facilities being used.
 - d. Follow carefully procedure for initiating purchase orders.
 - e. Assume supervisory control over all phases of teams in his/her program.
 - f. Organize and schedule practice sessions on a regular basis with the idea of developing the athlete's greatest potential.
 - g. Apply discipline in a firm and positive manner.
 - h. Emphasize safety precautions and be aware of best training and injury procedures.
 - i. Conduct his/herself and team in an ethical manner during practices and game situations.
 - j. Report a summary of all games or contests for publicity purposes to athletic director(s) for promotion of your sport and athletes.
 - k. Instruct players concerning rules and rule changes, new knowledge and innovative ideas and techniques.
 - l. Maintain a journal or diary of practice notes.
 - m. Develop a practice plan.
 - n. Maintain incident report and record of situations that occur for duration of season.
 - o. Maintain an attendance roster and monitor student-athlete's grades and eligibility with assistance of athletic director(s)
 - p. Strive to build good sportsmanship and develop good public relations with community and school.
 - q. Be respectful of official's judgment and interpretation of the rules.
 - r. Let officials control the game and coaches control the team.
 - s. Have a parent's meeting at the beginning of your season and keep lines of communication open.
 - t. Provide a safe, nurturing environment, conducive to learning.
 - u. Report ALL incidents to the athletic department or director(s)

Functions, cont'd

- v. Performs other duties as related to his/her assignments as designated by the athletic director(s)
- w. Do NOT leave any player alone after practice is over.
- x. Create performance criteria for eligibility for specific level. (JV or Varsity)
- y. Set specific goals for season and team as well as expectations and appropriate consequences
- z. Have fun and enjoy your season!

6. End of Season:

- a. Arrange for systematic return of all school equipment and hold the athlete responsible for all equipment not returned.
- b. Arrange for issuance of nominations for awards and letters.
- c. Be concerned with care and maintenance of facility by making recommendations concerning additions and improvements.
- d. Recommend concerning equipment needed to be purchased or repaired.
- e. Maintain records of teams and individual accomplishments.
- f. Complete Coach's Year-End Review with Athletic Director and members of Athletic Advisory Committee.

Incumbent

Date

Athletic Director

Date

Principal

Date