

Ventura Unified School District

Certificated Human Resources

Job Description

Title:

Athletic Team - Head Coach

Basic Functions:

To instruct athletes in the fundamental skills, strategies, and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to formulation of strong character, pride of accomplishment, acceptable social behavior, self-discipline and self confidence.

The success of athletic programs has a strong influence on the community's image of the school. The community/parent pressure to winning performance is taxing, however it must not over-ride the objectives of good sportsmanship, good mental health, safety, and the CIF and VUSD directive of pursuing Victory with Honor. The position includes other unusual aspects such as extended time, risk injury factor, and due process predicament. Although this job description is intended to give guidance, the expectation is that a coach shall exercise common sense and good judgment at all times.

Supervision:

Reports to Athletic Director and/or site principal or designee. Supervises all assistant coaches and volunteers.

Physical Characteristics:

- Speak clearly
- See to read
- Bend, stoop, reach and lift to perform tasks

Working Conditions:

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually moderate to loud.

Minimum Criteria/Qualifications

- Preferred candidate should possess a valid California Teaching Credential and be willing to assume a teaching positioning in a needed teaching area at the coaching site and/or be presently employed within the district
- Candidate should have previous head coaching experience (preferred)
- Candidate must be able to meet the needs of the school as determined by the principal
- Candidate must be knowledgeable and competent in coaching theory, techniques and rules for sport assigned.
- Candidate must be able to meet the school's instructional/coaching schedule needed for assignment
- Complete CIF California High Schools Coaching Education and Training Program as well as provide certifications in concussion recognition/response training, first aid and CPR
- Candidate must be knowledgeable and competent in the areas of care and prevention of athletic injuries, basic sports injury, first aid, emergency procedures, and child or adolescent psychology appropriate for the age group
- Candidate must show a proven ability to work positively with athletes, parents, community, and coaching staff
- Candidate must prove a demonstrated ability to build and sustain a winning athletic program
- Candidate must be able to meet the required time schedule of the assignment

Representative Duties:

1. Organization and Communication:
 - a. Send information/correspondence to players, parents, and school personnel
 - b. Conduct orientation programs for parents, athletes, and assistant coaches
 - c. Work with Athletic Director and/or other coaches to develop non-league schedule and confirm league schedule
 - d. Develop procedures and establish open communication with parents and athletes to address any issues or concerns related to the team
 - e. Establish partnerships with local businesses and community
 - f. Develop positive working relationships with media
 - g. Provide input on budget priorities and equipment needs as well as support for fundraisers

2. Administrative:
 - a. Work in conjunction with Athletic Director on preparation of budget for the sport being coached
 - b. Manage the ordering, inventory, repairing and cleaning of all sport specific equipment
 - c. Establish a systematic method of distributing, collecting and inventorying equipment
 - d. Work with Athletic Director to secure officials for non-league home games
 - e. Work with Athletic Director in making arrangements for transportation to away games in accordance with school board policies
 - f. Implement and follow all CIF, CA Education and school athletic codes, rules and philosophies
 - g. Ensure completion of yearly physical exam and existence of insurance by and for each athlete
 - h. Work with Athletic Director, Counselor and District Administration to confirm both residential and academic eligibility of each athlete
 - i. Distribute team rosters, contest schedules, and contest locations to all players, parents/guardians and school personnel
 - j. Monitor athlete class attendance, behavior and academic progress
 - k. Work with Athletic Director to establish set practice times and locations
 - l. Supervise and direct activities of all assistant coaches or volunteers
 - m. Ensure quality, effectiveness, and validity of any oral or written correspondence with the media
 - n. Work with Athletic Director to determine and procure any team awards
3. Training and preparation of Athletes:
 - a. Hold fair and equitable tryouts
 - b. Provide all team rules and regulations to team members
 - c. Provide training on all rules and skills of the specific sport
 - d. Provide training on physical conditioning and injury prevention
 - e. Institute, teach and monitor all drills
 - f. Provide appropriate sport specific tactical training
 - g. Provide positive motivation
 - h. Discipline players as necessary in accordance with team, school, league, section and CIF rules
 - i. Select, direct, and monitor activities of any team managers
 - j. Confer with medical personnel for proper approval prior to allowing any injured player to return to athletic activity.
4. Other task as assigned by the Athletic Director or Principal

This general outline illustrates the type of work. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned.

The VUSD Governing Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, race, color, religion, national origin, ethnic group, marital or parental status, physical or mental disability or any other unlawful consideration. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities. (BP 0410)