

BANNING UNIFIED SCHOOL DISTRICT

**161 West Williams
Banning, CA 92220**

JOB DESCRIPTION

POSITION TITLE: HEAD COACH

REPORTS TO: Athletic Director, Dean, Principal

SUMMARY: Is a member of the District's extracurricular staff. To help each participating student/athlete achieve a high level of skill, an appreciation for the values of discipline and sportsmanship, and an increased level of self-esteem through the coaching staff's mentorship. The Head Coach will be evaluated annually by the administrator on his or her performance duties.

SAMPLE DUTIES AND RESPONSIBILITIES:

- Teach individual participants the skills necessary for excellent achievement for the sport.
- Plan and schedule a regular program of practice in season as well as an off-season program.
- Work closely with the athletic director in scheduling interscholastic contests.
- Oversee the safety conditions of the facility or area in which assigned sport is conducted at all times that student/athletes are present.
- Oversee preparation of venue for all practices and games. (Excluding MAJOR preparations, i.e., bleachers)
- Supervision of student/athlete pre and post game/practice until released to parent/guardian.
- Maintain accurate statistics, records, and results of the season AND report results to media.
- Enforce discipline and sportsmanlike behavior at all times, and establishes and oversees consequences for breach of such standards by individual student/athletes.
- Maintains competency in rules, rule interpretations, coaching techniques, and general information about all aspects of the sport.
- Establishes performance criteria for eligibility in interscholastic competition in this sport, and is consistent in establishing criteria for eligibility in competition.

- Adheres to a highly efficient and technically sound program of injury prevention and follow-up.
- Develop an accurate accounting of all equipment, supplies, and uniforms for pre-season and post-season. Recommend purchase of same as needed to Athletic Director.
- Account for all equipment.
- Maintain daily attendance while in season, weekly grade checks, insurance records, and daily paperwork.
- Develop a consistent and positive public communications procedure (including parent communications, procedures and policies, discipline matrix, practice time/locations, and financial requirements or commitments) through the school and media to inform the parents and the general public about the athletic program.
- Be able to implement strategies and fundamentals at all levels of sport to assure program quality and continuity.
- Will be responsible for evaluation and recruitment of all sub-varsity coaches if any are utilized.
- This job description is not intended to be all-inclusive and the employee will also perform other duties as assigned by the Athletic Director, Dean, and/or Principal.

DESIRED QUALIFICATIONS:

- Varsity level coaching with CIF playoff competition experience as a coach.
- Head Coaching experience.
- Meets schedules and timelines.
- Maintain consistent, punctual and regular attendance.

QUALIFICATIONS:

- Have a specialized preparation emphasizing the coaching of the respective sport.
- Demonstrated ability to successfully work with students and adults.
- Demonstrated ability to successfully organize people and programs.
- Have a fundamental knowledge of the care and prevention of athletic injuries and training programs.
- Maintain Coaches Training Program certification
- Satisfactory completion of previous accepted coaching positions in the district.

EXPERIENCE:

- Has previous experience as an effective coach in the assigned sport.

PHYSICAL ABILITIES:

- Mobility sufficient to move about, stand, and or sit for extended periods and access all locations in the work environment
- Manual skill to appropriately control and manipulate objects, tools, materials, and equipment used on the job
- Flexibility and strength to reach with hands and arms, bend and stoop.
- Physical strength and agility to push, pull, twist, turn, squat, lift, and carry bulky objects of up to 30 pounds with or without assistance.
- Ability to drive district vehicles such as a vans, cars and trucks.
- High tolerance for continuing stressful situations.

TERMS OF EMPLOYMENT:

- Position is contracted by the School District on a season by season basis.
- Salary will be set by the Board of Trustees.
- Equally qualified Certificated employees shall take preference of other applicants
- Maintain valid CPR/1st Aide certification
- Be in good physical health.

The purpose of this job description is to illustrate the nature of the job and related duties. This job description does not constitute a written or implied contract of employment. The Superintendent or designee shall establish qualification criteria for all athletic coaches in accordance with the law and district standards. This District reserves the right to revise or change job descriptions including duties and responsibility as the need arises.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of duties performed. Individuals holding the position may perform additional duties and additional duties may be assigned.