

JOB DESCRIPTION:

ATHLETIC HEAD COACH

Newman-Crows Landing Unified School District

1 **Position: Athletic Head Coach, High School**

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3 Contract: Sports Season, including pre-season preparation and practice and post-season awards
4 banquet

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6 Supervisor: Site Principal or Designee

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8 Range: **Stipend According to Certificated Bargained Agreement**

9
10 **Job Description**

11
12 Under the direction of the Athletic Director, an Athletic Head Coach instructs and works with
13 athletes to prepare them for competition. Coaches help athletes to play their best
14 individually and as a team in sports such as football, baseball, basketball, softball, soccer,
15 volleyball, wrestling, tennis, cross country, track, and golf. Coaches are experts on the rules,
16 strategies, and techniques of their sports. Coach must also know about sports equipment,
17 physical fitness, and safety.

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19 **Qualifications Required**

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21 1. Two or more years previous coaching experience at high school or college or higher level in
22 the sport being coached
23 2. College child psychology course or previous work with youth
24 3. Knowledge of overall operation of an athletic program
25 4. If not a certificated teacher, possess a current state coaching/activities supervision certificate
26 5. Must pass a district and Department of Justice (DOJ) background checks
27 6. Possess a negative Tuberculosis (TB) test results within the last four years
28 7. Possess valid Cardiopulmonary Resuscitation (CPR) and First Aid Certificates
29 8. Note: all things being equal, hiring priority is given to NCLUSD credentialed teachers
30 9. Ability to establish and maintain effective relationships with students, peers and parents; skill
31 in oral and written communication.

32
33 **Typical Duties:**

- 34
35 1. Organization and Communication
- 36
37 a. Communicate information regarding expectations, practices, competitions and other
38 events with parents, players and administration in a timely manner
39 b. Conduct orientation programs for parents, athletes, and assistant coaches
40 c. Work with the Athletic Director to develop non-league schedule and confirm league
41 schedule
42 d. Develop procedures and establish open communication with parents and athletes to
43 address any issues or concerns related to the team
- 44
45 2. Administrative
- 46
47 a. Work in conjunction with Athletic Director on preparation of budget for the sport
48 being coached

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- 49 b. Manage the ordering, inventory, repairing, and cleaning of all sport specific
50 equipment
51 c. Work with Athletic Director to secure officials for non-league home games
52 d. Work with Athletic Director in making arrangements for transportation to away
53 games
54 e. Implement and follow all California Interscholastic Federation (CIF), district, state
55 and school athletic codes, rules and philosophies
56 f. Ensure completion of yearly physical exam and existence of insurance by and for
57 each athlete
58 g. Work with Athletic Director, Counselors, and School Office to confirm both the
59 residential and academic eligibility of each athlete
60 h. Distribute team rosters, contest schedules and contest locations to all players, school
61 staff and parents/guardians
62 i. Monitor athlete class attendance, behavior and academic progress
63 j. Work with Athletic Director to establish set practice times and locations
64 k. Supervise and direct activities of any assistant coaches
65 l. Ensure quality, effectiveness and validity of any oral or written correspondence with
66 the media
67 m. Work with Athletic Director to determine and procure any team awards
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69 3. Training and Preparation of Athletes
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71 a. Hold fair and equitable tryouts
72 b. Teach sports techniques, playing rules, strategies and playing tactics
73 c. Practice with clear objectives and goals
74 d. Condition athletes appropriately for activities requiring endurance, strength and
75 agility
76 e. Supervise and conduct practices and contests safely; supervise locker rooms and
77 vehicles
78 f. Teach sportsmanship, cooperation, work ethic and responsibility to one's team
79 g. Respond to player injuries with approved first aid techniques
80 h. Model appropriate behavior and sportsmanship in and out of the athletic arena
81 i. Provide coverage for absent coaches
82 j. Provide positive motivation
83 k. Discipline players as necessary in accordance with team, school, district, league,
84 section and CIF rules
85 l. Select, direct and monitor activities of any team managers
86 m. Confer with medical personnel for proper approval prior to allowing any injured
87 player to return to athletic activity
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89 4. All Newman-Crows Landing Unified School District head and Assistant Coaches are
90 expected to abide by the Coaches' Code of Ethics as outlined in NCLUSD board policy. As a
91 professional educator and leader, the high school head coach or assistant coach will:
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93 a. Exemplify the highest moral character as a role model for young people
94 b. Recognize the individual worth and reinforce the self-image of each team member
95 c. Encourage and assist team members to set personal goals to achieve their highest
96 academic potential

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- 97 d. Create a set of training rules for athletes which reflects the positive values of
- 98 abstaining from the use of drugs, alcohol and tobacco
- 99 e. Strive to develop the qualities of leadership, initiative and good judgment in each
- 100 team member
- 101 f. Communicate and interpret program goals and objectives to parents and community
- 102 g. Provide a safe environment for practice and competition
- 103 h. Respect the integrity and judgment of the game officials
- 104 i. Be modest in victory and gracious in defeat
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PHYSICAL DEMANDS:

106 The physical demands described here are representative of those that must be met by an
107 employee to successfully perform the essential functions of this job. Reasonable accommodations
108 may be made to enable individuals with disabilities to perform the essential functions.

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111 With or without the use of aids:

- 112 1. Sufficient vision to read print.
- 113 2. Sufficient distance vision, peripheral vision, and the ability to focus.
- 114 3. Sufficient depth perception.
- 115 4. Sufficient color acuity.
- 116 5. Sufficient hearing to hear verbal directions.
- 117 6. Sufficient hearing to hear normal conversation in person and on the telephone.
- 118 7. Ability to speak in a voice that can be clearly heard and understood on the telephone and in
- 119 face-to-face conversations and in classroom settings.
- 120 8. Ability to reach horizontally and vertically with arms.
- 121 9. Sufficient dexterity to manipulate small objects and print or write legibly.
- 122 10. Sufficient physical ability, strength, mobility, stamina to climb, bend, stretch, stand, kneel,
- 123 walk, stoop, extend legs, and stamina to lift, carry, push or pull objects, which weigh 20
- 124 pounds.
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WORK ENVIRONMENT:

128 The work environment characteristics described here are representative of those an employee
129 encounters while performing the essential functions of this job. The noise level in the work
130 environment is usually moderate.

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135 Legal References

136 Board Policy 4119.21 Professional Standards
137 California Code of Regulations, Title 5, Sections 80331-80339 Code of Ethics for the
138 Teaching Profession

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141 NCLTA Approval:

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143 Board Adopted:

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145 Revised: