Position: Athletic Head Coach, High School

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

Supervisor: Site Principal or Designee

Range: Stipend According to Certificated Bargained Agreement

Job Description

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

Qualifications Required

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

Typical Duties:

1. Organization and Communication
   a. Communicate information regarding expectations, practices, competitions and other events with parents, players and administration in a timely manner
   b. Conduct orientation programs for parents, athletes, and assistant coaches
   c. Work with the Athletic Director 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

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. Work with Athletic Director to secure officials for non-league home games

d. Work with Athletic Director in making arrangements for transportation to away games

e. Implement and follow all California Interscholastic Federation (CIF), district, state and school athletic codes, rules and philosophies

f. Ensure completion of yearly physical exam and existence of insurance by and for each athlete

g. Work with Athletic Director, Counselors, and School Office to confirm both the residential and academic eligibility of each athlete

h. Distribute team rosters, contest schedules and contest locations to all players, school staff and parents/guardians

i. Monitor athlete class attendance, behavior and academic progress

j. Work with Athletic Director to establish set practice times and locations

k. Supervise and direct activities of any assistant coaches

l. Ensure quality, effectiveness and validity of any oral or written correspondence with the media

m. Work with Athletic Director to determine and procure any team awards

3. Training and Preparation of Athletes

a. Hold fair and equitable tryouts

b. Teach sports techniques, playing rules, strategies and playing tactics

c. Practice with clear objectives and goals

d. Condition athletes appropriately for activities requiring endurance, strength and agility

e. Supervise and conduct practices and contests safely; supervise locker rooms and vehicles

f. Teach sportsmanship, cooperation, work ethic and responsibility to one’s team

g. Respond to player injuries with approved first aid techniques

h. Model appropriate behavior and sportsmanship in and out of the athletic arena

i. Provide coverage for absent coaches

j. Provide positive motivation

k. Discipline players as necessary in accordance with team, school, district, league, section and CIF rules

l. Select, direct and monitor activities of any team managers

m. Confer with medical personnel for proper approval prior to allowing any injured player to return to athletic activity

4. All Newman-Crows Landing Unified School District head and Assistant Coaches are expected to abide by the Coaches’ Code of Ethics as outlined in NCLUSD board policy. As a professional educator and leader, the high school head coach or assistant coach will:

a. Exemplify the highest moral character as a role model for young people

b. Recognize the individual worth and reinforce the self-image of each team member

c. Encourage and assist team members to set personal goals to achieve their highest academic potential
d. Create a set of training rules for athletes which reflects the positive values of abstaining from the use of drugs, alcohol and tobacco

e. Strive to develop the qualities of leadership, initiative and good judgment in each team member

f. Communicate and interpret program goals and objectives to parents and community
g. Provide a safe environment for practice and competition

h. Respect the integrity and judgment of the game officials

i. Be modest in victory and gracious in defeat

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

With or without the use of aids:

1. Sufficient vision to read print.

2. Sufficient distance vision, peripheral vision, and the ability to focus.


4. Sufficient color acuity.

5. Sufficient hearing to hear verbal directions.

6. Sufficient hearing to hear normal conversation in person and on the telephone.

7. Ability to speak in a voice that can be clearly heard and understood on the telephone and in face-to-face conversations and in classroom settings.

8. Ability to reach horizontally and vertically with arms.

9. Sufficient dexterity to manipulate small objects and print or write legibly.

10. Sufficient physical ability, strength, mobility, stamina to climb, bend, stretch, stand, kneel, walk, stoop, extend legs, and stamina to lift, carry, push or pull objects, which weigh 20 pounds.

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

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

NCLTA Approval:
Board Adopted:
Revised: