

Wentzville R-IV School District
Position Description
Locator: 2.18

Position Title: Head Coach

Reports To: Building Principal/Activities Director

SUMMARY

Provides secondary students an opportunity to participate and to supervise the sport coached.

QUALIFICATIONS/REQUIREMENTS

The Head Coach will possess a valid teacher's certificate, appropriate activities experience in the secondary schools, ability to work with people, and knowledge of the sport to be coached. Must have a CPR certification (MSHSAA requirement).

ESSENTIAL JOB DUTIES

- Is responsible for all matters pertaining to the organization and administration of the coaching of the team under his or her direction, and shall enforce all rules of the MSHSAA as they pertain to the respective sports.
- Assigns duties to all assistant coaches and evaluates the performance of those assistant coaches as they pertain to the respective sports.
- Plans and conducts all practice sessions and schedules buses.
- Is responsible for preparing public information releases regarding his/her particular sport. Telephone or personal Interviews, when requested by news agencies, are not considered as press releases. In requested interviews, coaches and others connected with the athletic program should bear in mind that their statements are published and read by people who are for and against the schools program.
- Maintains an accurate squad roster at all times being sure that it is up to date and on file with the Activities Director.
- Cooperates with the Activities Director in establishing physical examination schedules and verifies that no athlete is issued equipment or allowed to practice until he has completed his physical.
- Assigns at least one coach to be with the squad at all times. This includes locker room supervision until all squad members have left the building and then seeing that all windows and exit doors are locked in any area that has been used by their athletic team.
- Assigns a coach to insure that locker rooms used while at opposing schools are left in the condition in which they were found.
- Prepares a detailed equipment and supply budget request to be submitted to the Activities Director.

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- Inspects all equipment; oversees the issuance and collection of equipment; maintains equipment inventory records; and directs activities of student managers. Enforces rules regarding care of equipment and advises the Activities Director as to reconditioning of equipment needs.
- Conducts all staff meetings and is in charge of all tryouts, practices, team meetings and athletic contests insofar as the team is involved.
- Arranges for presentation of team awards through the Activities Director.
- Provides the Activities Director with a roster of recommended award winners.
- Recommends to the Activities Director teams that may be scheduled and officials to be employed.
- Serves as an advisor to the students on his squad and helps them, by advice or direction, with problems.
- Instructs team members that equipment is to be worn or used only for the purpose for which it was purchased, namely for practice sessions and game competition for inter-scholastic athletics. It is not to be worn at any social event, or throughout the community other than at athletic sessions.
- Announces and enforces rules and regulations pertaining to conditioning of players and training rules affecting the health and safety of the players.
- Reports injuries of participants to the proper school officials, including the Principal and the Activities Director. Coaches are cautioned to exercise great care in dealing with all injuries and particularly those that are of a serious nature and arouse public interest. In all cases, the coach should assure himself personally that the injured student-athlete is receiving competent medical care and that all reports have been made relative to the injury. Following injuries of a serious or prolonged nature, the coach should secure the signed approval of the doctor and parents before the student-athlete is allowed to again participate in athletic activities.
- Is interested and loyal to the school's program. Coaches are expected to support the entire program and to be an active participant in striving to improve the athletic program as well as the total educational program of the schools.
- Is expected, after decisions and policies have been established, to support and conform to them, both in fact and in spirit.
- Acknowledges that he is the recognized leader and director of his particular sport. He may make decisions of a general nature that are in keeping with the established policies and procedures of the school. However, when decisions affect other coaches and other sports, or when the problem is one that clearly falls within the jurisdiction of the Activities Director, decisions should be delayed until the matter has been discussed fully and a decision reached.

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- Submit to the Activities Director an eligibility list of athletes participating in his or her sport. The list should contain an alphabetical listing of athletes and their birthdates, year in school, and number of years participation. This list must be submitted at least two weeks prior to the first game.
- Compile an end-of-season report to include the number of athletes to complete the season, season statistics, and participation record.
- Informs the school office of specific days that students will miss class as far in advance as possible (one week, if possible).
- Reports all game scores on the following afternoon announcements and to the press.
- Keeps athletes informed as to eligibility standards set by the school and the MSHSAA.

OTHER DUTIES AND RESPONSIBILITIES

Performs other appropriate duties as assigned by the Building Principal and/or the Activities Director.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans With Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Salary and work year to be in accordance with the current salary schedule and District Policy.

EVALUATION

Performance of this position will be evaluated annually in accordance with the provisions of the District Policy on evaluation of extra-duty staff.