



# **ORANGE COUNTY SCHOOLS**

## **POSITION DESCRIPTION**

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<b>POSITION TITLE</b>	<b>Athletic Head Coach</b>
<b>SCHOOL/DEPARTMENT</b>	Assigned school/ Assigned sport
<b>SALARY</b>	Per appropriate salary schedule
<b>FLSA STATUS</b>	Exempt
<b>REPORTS TO</b>	Athletic Director
<b>SUPERVISES</b>	None
<b>WORK WEEK SCHEDULE</b>	Monday – Friday; evenings and some weekends
<b>WORK HOURS</b>	As dictated by the sport and season
<b>NUMBER OF MONTHS PER YEAR</b>	As dictated by the sport and season

**POSITION PURPOSE:**

The Athletic Head Coach is responsible for providing appropriate and coaching expertise guidance to student athletes related to a particular sport for the duration of the sports season. As part of the Athletic Program, at the assigned school, the Head Coach is responsible for teaching and modeling good sportsmanship behaviors, appropriate techniques and skills related to the particular sport, ensuring safe practices are implemented to protect the students from physical injuries, and for serving as good role models for the students, the school and the school system.

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Thorough knowledge of all the Athletic Policies approved by the Board of Education
- Comprehensive knowledge of existing system, state, and conference regulations
- Thorough understanding of the proper administrative line of command
- Thorough knowledge of the fundamental philosophy, skills and techniques associated with the athletic program

- Thorough knowledge of state and federal requirements regarding physical examinations, parental consent, and eligibility for athletic participation
- Thorough knowledge of training rules and any other unique regulations pertaining to the various sports in which athletes are engaged
- Thorough knowledge of guidance and safeguards in place for the safety of athletes in order to address medical injuries and emergencies
- Thorough knowledge of the process for initiating policies and procedures applicable to the athletic program

### ***EDUCATION, TRAINING, AND EXPERIENCE***

- Additional course work and/or training in Physical Education or particular sport
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

### ***CERTIFICATION AND LICENSE REQUIREMENTS***

- NC Teacher Certification in Physical Education
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

### **PREFERRED QUALIFICATIONS:**

- Associate's Degree or Bachelor's Degree from an accredited institution in Physical Education or related area
- Minimum of three (3) years of coaching experience at the middle or high school level
- NC Certification as Teacher, preferably in Physical Education

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Responsible for the implementation and enforcement by the entire staff of the sports program Athletic Policies
2. Implement, interpret and enforce consistently existing school system, state and conference regulations
3. Refer all requests of grievances through proper channels
4. Attend all public/staff/departamental meetings for which attendance is required
5. Establish the fundamental philosophy, skills, and techniques for particular sport to be taught by staff
6. Design conferences, training clinics and staff meetings to ensure staff awareness of overall program
7. Encourage professional growth by encouraging clinic attendance according to local clinic policy
8. Delegate specific duties, supervise implementation, and at season's end, analyze staff effectiveness and evaluate all assistants
9. Maintain discipline, address grievances, and work to increase morale and cooperation
10. Assist the Athletic Director with scheduling, providing transportation, and requirements for tournament and special sport events

11. Assist in the necessary preparation to hold scheduled sport events or practices and adhere to scheduled facility times.
12. Coordinate sport events and practices with maintenance and school employees
13. Provide documentation to fulfill state and system requirements concerning physical examinations, parental consent, and eligibility
14. Provide proper safeguards for maintenance and protection of assigned equipment sites
15. Advise the Athletic Director of any concerns or issues and recommend policy, methods or procedural changes
16. Provide training rules and any other unique regulations of the sport to each athlete who is considered a participant
17. Give constant attention to a student athlete's grades and conduct ensuring that the student is eligible academically to participate
18. Attend all practices and games
19. Provide assistance, guidance, and safeguards for each participant
20. Initiate programs and policies concerning injuries, medical attention, and emergencies
21. Complete and submit proper paperwork regarding all disabling athletic injuries to athletic office within 24 hours
22. Direct student managers, assistants, and statisticians
23. Determine discipline, delineate procedures concerning due process when the enforcement of discipline is necessary, and contact parents when a student is dropped or becomes ineligible to participate
24. Assist athletes with their college or advanced educational selection
25. Participate in the budgeting function with the Athletic Director by establishing requirements for the next season.
26. Recommend guidelines as to type, style, color, or technical specifications of equipment needed
27. Responsible for operating within budget appropriations.
28. Account for all equipment and/or collection of fees for any lost or unreturned equipment
29. Arrange for issuing, storing, and reconditioning of equipment
30. Submit annual inventory and current records
31. Properly mark and identify all equipment before issuing or storing
32. Monitor equipment rooms and coaches' offices; clarify and authorize who may enter, issue or requisition equipment
33. Restrict athletes to authorized areas of the building at the appropriate times
34. Examine locker rooms before and after practices and games, checking on general cleanliness of the facility.
35. Ensure cleanliness and maintenance of specific sports equipment
36. Share responsibilities for upkeep and regular care of facilities and fields
37. Secure all doors, lights, windows, and locks before leaving building if custodians are not on duty
38. Instill in each player a respect for each other, athletic equipment and school property, including its care and proper use
39. Organize parents, coaches, players, and guests for pre-season meetings
40. Promote the sport within the school by recruiting athletes who are not in another sports program
41. Promote the sport outside the school through news media, Little League programs, or in any other feasible manner
42. Work with the Athletic Director and Chief Communications Officer to ensure quality, effectiveness and validity of any oral or written release to local media
43. Maintain excellent public relations with news media, Booster Club, parents, officials, volunteers, and fans
44. Present information to news media concerning schedules, tournaments, and results
45. Perform other duties as assigned by the Athletic Director or Principal

<b>WORKING CONDITIONS</b>	
<b>PHYSICAL DEMANDS</b>	Depending on the sport, work may be considered light to heavy requiring the exertion of up to 100 pounds of force. Position may require a lot of standing, walking, kneeling, squatting, pushing, pulling, and running.
<b>WORK ENVIRONMENT</b>	Employees in this position are required to work in indoor and outdoor environments, with possible exposure to excessive heat and cold, and come into direct contact with OCS staff, students and the public.
<b>ACKNOWLEDGEMENTS</b>	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

**DISCLAIMER:** *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*