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Position Title: Head Coach  
Department: Athletic  
Reports To: Athletic Director/Building Principal  
Approved By: Board of Education Date: July 13, 2009

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- I. Summary: The Head Coach is responsible for coordinating, organizing, and promoting a comprehensive athletic program that meets the needs and interests of the school community. In addition, by providing leadership, coaching instruction, and motivation, the Head Coach will help student athletes achieve skills in a particular sport, an appreciation for the values of discipline and sportsmanship, and an increased level of self-esteem.
- II. Essential Duties and Responsibilities:
- A. Provides leadership and motivation to build a strong athletic program.
  - B. Complies with all policies, rules and regulations set forth by West Salem School District and the Wisconsin Interscholastic Athletic Association (WIAA).
  - C. Utilizes sound and acceptable coaching techniques to help student athletes gain fundamental and advanced skills to develop their full potential in the sport.
  - D. Communicates personal and program expectations to athletes including: attendance at practice and events, rules and regulations, equipment care, letter requirements, cutting policy, and team conduct.
  - E. Attends all practices and contests.
  - F. Models and instills positive sportsmanship qualities to athletes at all times.
  - G. Develops and follows a proper disciplinary system.
  - H. Instructs athletes in safety procedures and the need to report all injuries to coaches and/or athletic trainers immediately.
  - I. Ensures a properly supplied first aid kit is available at all practices and contests and proper medical treatment is sought for injured athletes.
  - J. Assists athletes in communication with prospective college coaches and provides letters of recommendations, as requested.
  - K. Organizes and participates in awards program(s).
  - L. Ensures that all required forms are submitted in a timely manner, including budgets, eligibility rosters and athletic program information, accident reports, inventory report and season ending reports.
  - M. Ensures that each participating athlete has on record in the school office an updated physical exam card or alternate year card and a pledge card/permission to treat prior to any form of participation, including practice.
  - N. Coaches have athletes' permission to treat forms available at all practices and events.
  - O. Develops and maintains, in conjunction with the Athletic Director, a sound system for equipment accountability.
  - P. Monitors academic performance of athletes to ensure eligibility according to school, conference, and state regulations.
  - Q. Coordinates team transportation arrangements for all away contests with the Athletic Director.
  - R. Monitors the general upkeep and protection of equipment, especially equipment related to the health and safety of athletes.
  - S. Develops and delegates specific job duties for assistant(s).

- T. Ensures that assistants understand and abide by the policies, rules and regulations of the school, conference, and state handbooks.
- U. Assists in the performance evaluation of assistant(s) with the AD and or principal.
- V. Updates the coaching handbook on an annual basis.
- W. Cooperates with maintenance staff, transportation staff, and others involved in supporting athletic program.
- X. Provides information to and cooperates with the local media, parents, athletic trainers and medical professionals, and community members.
- Y. Assumes responsibility for professional growth and keeps materials, records, supplies, and skills up-to-date.
- Z. Attends all meetings as directed by the Athletic Director.
- AA. Is knowledgeable of and follows all district policies.
- BB. As a representative of the school district deals with the public and school employees and students in a courteous and professional manner.
- CC. Performs all other duties as the superintendent or Board may determine.

III. Supervisory Responsibilities:

In conjunction with the building principal and or his or her designee supervises all assistant coaches and volunteers.

IV. Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required.

A. Education and/or Experience

High school diploma, Candidates not possessing a teaching certificate will be required to take a course designed for “Coaches Not Licensed to Teach (CNLT)”

B. Certificates, Licenses, Registrations:

Maintain current AED, First Aide and CPR certifications.

C. Language Skills:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

D. Mathematical Skills:

Ability to read charts, graphs and compute sums.

E. Reasoning Ability:

1. Ability to define problems, collect data, establish facts and draw valid conclusions.
2. Ability to interpret an extensive variety of technical instruction in dealing with several abstract and concrete variables.
3. Ability to maintain strict confidentiality within and outside the school and work collegially with all staff members and the general public.

F. Technology Skills:

1. Demonstrate ability to use appropriate technology to process, store, and retrieve data required for the position.
2. Demonstrate appropriate software skill levels for word processing, spreadsheets, database, presentations, and telecommunications.

G. Other Skills and Abilities

Ability to problem solve and work collegially with co-workers, students, the general public, all staff members and supervisors and independently when appropriate.

H. Physical Demands:

1. 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.
2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk and hear. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.
3. Must be able to exert 30-60 pounds of force occasionally and/or 20-35 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move object.

I. Work Environment:

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. The noise level in this environment is quiet to loud, depending upon the activity in the particular part of the day.

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