WEST CLERMONT LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Job Title: Middle School Head Coach
Reports To: Middle School Athletic Director and Principal
FLSA Status: Supplemental

GENERAL DESCRIPTION

Coordinates all aspects of the assigned interscholastic sport and works cooperatively with all personnel by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Must have successful completion of all OHSAA coursework requirements and possess a current Pupil Activity Permit, CPR, First Aid, Concussion, & Fundamentals of Coaching Certificate.
- Must assist, attend, and participate in OHSAA required parent meetings.
- Organizes, administers, and coaches the team and enforces all rules of the Athletic Department, League of Affiliation, and OHSAA.
- Collaborates with the applicable personnel and administration to ensure student eligibility.
- Works collaboratively with administrators, athletic directors, high school head coach and coaching staff to develop, initiate, and achieve program goals.
- Coordinates coaching methods and assigned duties with all coaches as applicable.
- Organizes & conducts pre-season and camp day activities where applicable.
- Explains and demonstrates principles, techniques, and methods of regulating movement of body, hands, or feet and use of apparatus/equipment to achieve proficiency in the activity.
- Assesses player's skills, assigns team positions, and coaches individual participants and teams in the skills necessary in the pursuit of excellent achievement in the sport involved.
- Works closely with the middle school athletic director in scheduling interscholastic contests, in addition to planning and developing a regular program of practice in season.
- Oversees the safety conditions of the facility or area in which assigned sport is conducted. Ensures at all times that students are present. Immediately reports any injuries to the school medical staff and completes necessary injury report forms.
- Follows all recommendations of the school medical personnel. Works closely with the school medical personnel in rehabbing the student athlete.
- Assumes responsibility for securing all gates, dressing rooms, locker rooms and gymnasium or field facilities before leaving the areas after play or practices.
- Maintains and submits to the athletic director, accurate statistics, records and season-end results.
- Enforces discipline and sportsmanlike behavior at all times. Establishes and oversees penalties for breach of school standards by individual students.
- Attends all state-required meetings and athletic booster meetings throughout the year as applicable.
- Attend Board Meetings as requested.
- Accompanies and supervises the team to and from all contests, attends all practices, & staff meetings.
- Assumes responsibility for all groups of athletes until they are dressed and have left the school grounds.
- Assumes responsibility for cleanliness, team behavior and overall conditions of locker rooms, training room and equipment room during the sport season.
- Inventories equipment and uniforms and recommends purchase of equipment, supplies and uniforms to the athletic director.
- Maintains records for each athlete such as name, address, phone, locker number, and similar paperwork as required by administration
- Performs other sport specific responsibilities as assigned by the middle school athletic director.

Approved By: Board of Education
Approved Date: **12/12/2016**

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SUPERVISORY RESPONSIBILITIES
Supervises the student athletes of the particular program and all applicable assistants.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Training and experience is preferred.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students, parents or employees of the district. Ability to respond to common inquiries or complaints from students, parents, agencies, teachers or members of the school community.

CERTIFICATES, LICENSES, REGISTRATIONS
Completion of Sports Medicine Program, CPR certification required, concussion certification and all classes required by the OHSAA, ODE or other governing body.

OTHER SKILLS AND ABILITIES
Exhibit qualities of leadership and organizational ability and reflect a spirit of cooperation in working with staff and school administration. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of district requirements, Board of Education policies, league and state athletic association by-laws.

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.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle or feel, reach with hands and arms and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch or crawl. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds.

WORK ENVIRONMENT
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. The noise level in the work environment is usually moderate to loud. The employee may be subjected to experience occasional exposure to blood, bodily fluids and tissue.
The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Approved By: Board of Education
Approved Date: **12/12/2016**