# WEST CLERMONT LOCAL SCHOOL DISTRICT
# JOB DESCRIPTION

**Job Title:** Middle School Head Coach
**Reports To:** Athletic Director, Assistant Athletic Director and Principal
**FLSA Status:** Supplemental
**Approved Date: 5/22/2026**

**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.

- Completion of the Coaches' Tool Chest certification and a valid Pupil Activity Permit.\
- 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 cooperatively with administrators, athletic directors and coaches to carry out the program.
- Coordinates coaching methods and assigned duties with all coaches as applicable.
- Conducts conditioning during pre-season where applicable, Camp days.
- Explains and demonstrates principles, techniques and methods of regulating movement of body, hands or feet and use of apparatus and equipment to achieve proficiency in 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 high school athletic director in scheduling interscholastic contests, and plans and develops a regular program of practice in season.
- Oversees the safety conditions of the facility or area in which assigned sport is conducted at all times that students are present and reports any injuries immediately to the school medical staff and completes necessary injury report forms.
- 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, and 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 recessed 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.
- Follows all recommendations of the school medical personnel. Works closely with the school medical personnel in rehabbing the student athlete.
- Performs other sport specific responsibilities as assigned by the athletic director.

**SUPERVISORY RESPONSIBILITIES**
Supervises students of particular programs and applicable assistants.

**QUALIFICATIONS**
Training and experience is preferred  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.

**CERTIFICATES, LICENSES, REGISTRATIONS**
Completion of the Coaches' Tool Chest and a valid Pupil Activity Permit through the Ohio Department of Education and Workforce.

**LANGUAGE SKILLS**
Ability to communicate effectively with students, parents, colleagues and administration. Ability to read, analyze and interpret testing and survey results, financial reports, and legal documents. Ability to respond to common inquiries or complaints from students, parents, agencies, teachers or members of the school community. Ability to write speeches and articles for publication that conforms to prescribed style and format. Ability to effectively present information to administration, staff, public groups, and/or Board of Education.

**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 a 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.

*The information contained in this job description is for compliance with the American 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.*

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Signature Date