Middletown City School District
Job Description

Head Athletic Coach

EMIS Position Code 802

Qualifications

1. Previous head coaching experience preferred.
2. High moral character, proper role model for the students and the community, integrity, and effectively communicates well with players, parents, community members, coaches, and school officials.
3. Ability to organize, supervise, and give direction to a sports team/program.
4. Previous experience as a coach.
5. Knowledge of the technical and fundamental aspects of the assigned sport. A commitment and willingness to continue to learn and examine new ideas pertinent to the assigned sport. Proper working knowledge of rules and regulations established by the league, the school, Ohio High School Athletic Association, and the Board of Education.
6. Holds a valid and proper licensure and certification(s) defined in accordance with the Ohio Department of Education, the Ohio High School Athletic Association, and the Middletown City School District.
7. Acceptable BCII report and FBI report.
8. Ability to meet all job expectations and objectives.
9. Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate.

Reporting

Middletown City Schools Athletic Director and High School Principal

Supervises

All players on the team, staff/assistant coaches related to the sport, and other coaches affiliated with the program

Job Goals

1. To instruct student athletes in the fundamental skills, strategies, and physical training necessary for them to realize a degree of individual and team success.
2. To provide instruction that will lead the athletes to the formulation of moral values, academic achievement, strong work ethic, responsibility, team work, sportsmanship, self-discipline, leadership, self-confidence as well as personal growth.
3. To further the mission and vision of the school district.

Performance Responsibilities

1. Make the student athlete the focal point of the team and program.
2. Properly represent the program to the school, the league, and the community.
3. Establish high academic expectations and assist the student athlete to improve their academic growth. Monitor student athletes' academic performance. Promote college and career readiness for all student athletes. Certify scholastic eligibility for their team.
4. Inform players and parents of NCAA rules and guidelines for academic requirements and deadlines pertaining to participating in college athletics.
5. Effectively engage the community and develop positive public relations and good community relationships. Regularly attend community events, booster club meetings, and other community forums.
6. Maintain high moral character and discipline for the players and coaches.
7. Establish clear goals and direction for the team, the coaches, and the players.

Performance Responsibilities

Continued:

8. Organize and attend coaches, players, parent, and community meetings.
9. Participate in the budget process with the athletic director.
10. Accountable for all equipment, uniforms issuance and collection, as well as off-season storage of the aforementioned items.
11. Maintain good public relations with the media, Booster Club, and volunteers.
12. Develop procedures to keep parents and players informed.
13. Establish clear policies with parents and players to address issues and/or concerns.
14. Frequently update the athletic director during the season about any issues, concerns, highlights, or events.
15. Constantly strive to better the program and examine various aspects of the program to continually improve.
16. Provide detail orientated practice plans to the regularly schedules practice sessions. Supervise all practices, games, and team trips.
17. Oversee the safety conditions of the facility or area in which the assigned sport is conducted at all times that the students and coaches are present.
18. Attend special meetings and those requested by the league and OHSAA.
19. Maintain competency in rules, rule interpretation, meeting procedures, coaching techniques, and general information about all aspects pertaining to the sport.
20. Maintain accurate documents for: inventory, statistics, records, and results of the team and program.
21. Adhere to policies and rules developed by the school, league, and OHSAA.
22. Recommend equipment, uniform, and supply needs. Maintain equipment issued to the program.
23. Maintain the necessary paperwork: emergency forms, attendance forms, insurance, etc. Submit and maintain all paperwork in a timely manner.
24. Work with players and college recruiters. Maintain good relationships and contact with college recruiters.
25. Scout other teams they will play when necessary.
26. Communicate effectively with the athletic trainer and team physician.
27. Supervise/assist in off-season practices and conditioning, if applicable.
28. Organize, plan, and help manage the season end awards ceremony.
29. Present evidence that they have fulfilled the responsibilities detailed in this job description.
30. Uphold district policies and procedures.
31. Demonstrate professionalism, exhibit a professional attitude, and model appropriate behavior.
32. Fulfill other duties as assigned by the Athletic Director.

Other information associated with this position

Additional working conditions may include:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction with unruly people.
4. Occasionally lift, carry, push, and pull various items up to a maximum of 40 pounds (100 pounds on wheels), e.g., paper boxes, deliveries of supplies and equipment.
5. Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop.

Status: Exempt

Terms of Employment: Supplemental contracts shall be for one year which will automatically come to an end at the close of the school year for which it was issued without Board action of evaluation, nonrenewal or notice.

This job description is only to be interpreted as a basic guideline of your job responsibilities. As a district we require employees to perform duties as assigned that may not appear on this job description. District personnel will be required to follow the instructions and perform the duties required by their supervisor, appointing authority, or designee.

Revised: 12/2/2013