Bethel-Tate Athletics — Head Coach Job Description

Position: Head Coach — Varsity Girls Track and Field, High School, Grades 9–12 ·
Reports to: Athletic Director / Assistant AD
Contract: One-season supplemental contract, Board-approved annually
Stipend: Per district supplemental schedule

Position Summary

The Head Coach provides leadership, direction, and oversight of the Track and Field athletic program. The coach creates a positive experience for every athlete, develops them as competitors and as people, resulting in strong participation and retention. The coach models and teaches Sportsmanship, Teamwork, Respect, Integrity, Perseverance, Excellence, and Service, and represents Bethel-Tate Local School District and our community with pride and professionalism.

Required Qualifications

Required of all coaches, paid and volunteer, before instructing, supervising, riding a team bus, or using district facilities:

- BCI/FBI background checks
- Ohio Pupil Activity Permit
- Fundamentals of Coaching, concussion, sudden cardiac arrest, CPR, First Aid, PBIS, and mental health training (all available through Coaches Toolchest)
- Approval by the Bethel-Tate Local School District Board of Education

Preferred: high school coaching experience in Track and Field, working knowledge of OHSAA rules and experience building a high school program

Responsibilities

Program Leadership

- Build a well-organized high school program aligned with the mission and values of Bethel-Tate Athletics and Bethel-Tate Local School District
- Recommend assistant coaches to the Athletic Director for Board approval, and mentor, develop, and evaluate the coaching staff
- Establish a positive program culture built on accountability, respect, teamwork, and sportsmanship
- Coordinate the varsity and JV programs and lead vertical alignment with the middle school program on philosophy, terminology, and player development
- Organize and execute an offseason development and conditioning program
- Communicate with all necessary stakeholders following district communication guidelines

Academic Success and Character Development

- Establish clear academic and behavioral expectations for athletes

- Monitor grades, attendance, behavior, and eligibility throughout the school year with school administration
- Communicate academic or behavioral concerns to families and appropriate school staff
- Teach and model sportsmanship, leadership, and positive decision-making
- Support seniors through the college process and work with college coaches during recruiting

Safety & Supervision

- Provide appropriate supervision of athletes at all practices, events, and team travel
- Take and record attendance at all practices and events
- Follow all district and OHSAA compliance requirements for athletes, including medical clearance, safety procedures, and injury reporting
- Know and follow the Emergency Action Plans and emergency procedures for every practice and event venue

Compliance & Administration

- Know and enforce the Athletic Handbook, Coaches Handbook, OHSAA and SBAAC rules, and attend the OHSAA rules meeting
- Submit rosters, athlete paperwork, and required reports to the athletic department
- Follow district purchasing and fundraiser approval procedures
- Maintain and inventory all equipment and uniforms, and collect uniforms at season end

Assistant Coaches

Assistant Coach (Varsity / JV): Reports to the Head Coach and Athletic Director. Same required qualifications. Carries out the Head Coach's program plan and follows all supervision, injury, attendance, and communication procedures. Evaluated by the Head Coach.

Evaluation

Evaluated annually by the Athletic Director. Reappointment requires current credentials and Board approval.

How to Apply

Send a letter of interest, resume, and three references to Evan Shepherd, Athletic Director, at evan.shepherd@betheltate.org