

Alpena Public Schools Employee Job Description

Position Title: Head Varsity Coach

Department: Athletics
Reports To: Athletic Director
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SUMMARY: To help each participating student-athlete achieve the highest level of skill, develop an appreciation for values such as discipline and sportsmanship, and increase personal confidence.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Demonstrate knowledge and understanding of the sport at a mastery level.
- Schedule regular, effective and structured practices throughout the season.
- Oversee safety conditions of facilities and provide for the supervision of students at all times.
- Maintain accurate statistics, records, and results of individual games, season, and program history when possible.
- Be positive, enthusiastic, supportive, and maintain high standards of ethics, integrity, sportsmanship and leadership.
- Educate students and parents about expectations during annual Right-To-Know Meetings.
- Enforce all APS and MHSAA policies. Be knowledgeable of the Athletic Code of Conduct and apply consequences for infractions.
- Monitor student academic achievement.
- Maintain competency in rules, coaching techniques, and general information about all aspects of the sport.
- Provide leadership and in-service opportunities for varsity, sub-varsity, junior high and youth/community groups.
- Collaborate with community/school organizations to establish quality feeder programs.
- Develop and participate in off-season training and skill enhancement opportunities for athletes.
- Interact in a professional manner with booster organizations.
- Coordinate with other coaches and the athletic department to best serve athletes.
- Effectively fundraise, collect necessary fees, and keep appropriate records of financial transactions.
- Consistently enforce performance criteria for eligibility in interscholastic competition.
- Work with the athletic department for scheduling activities and other general issues.
- Maintain necessary physical cards, insurance records, and similar paperwork.
- Maintain an accurate inventory of equipment, uniforms, and supplies used; recommend purchase of replacement equipment, uniforms and supplies when needed.
- Be responsible for the distribution and care of equipment and appropriate supervision of its use.
- Present consistent and positive public communications through the school and media to inform parents and general public about the program.
- Systematically recruit student-athletes from within our student body.
- Communicate regularly with athletic trainer concerning injuries and student playing status; establishing and adhering to a highly efficient and technically sound program of injury prevention and follow-up.
- Foster good relationships with Colleges and Universities that are recruiting student-athletes. Be aware of NCAA guidelines and eligibility standards.

SUPERVISORY RESPONSIBILITIES: Supervises students of particular program.

QUALIFICATION REQUIREMENTS: 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:

Bachelor of Science/Arts degree from an accredited college or university with a valid teaching certificate and a degree program with a major or minor in physical education or equivalent hours and courses in coaching theory is preferred. Experience in physical education, coaching, first-aid, CPR, and sports medicine desirable.

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 or employees of the district.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to apply common-sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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 all district requirements and Board of Education policies.

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 frequently required to walk and stand. Occasionally the employee will sit and/or run. The employee will frequently bend or twist at the trunk while performing the duties of this job. The employee will frequently squat, stoop, kneel, reach above the head, reach forward, and repeat the same hand motion many times while performing the duties of the job.

The specific vision requirements of the job include good depth perception and occasionally being able to see objects/persons at a distance. While performing the duties of the job the employee frequently is required to hear conversation in a quiet as well as a noisy environment and be able to tell where a sound is coming from. The employee must be able to communicate to the team in order to give directions.

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.*

While performing the duties of this job, the employee will continuously work inside or outside depending on the sporting event. Occasionally the employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety, well-being, and work output of others. The noise level in the environment is usually moderate to very loud.

The employee shall remain free of any alcohol or nonprescription controlled substance use or abuse in the workplace throughout his/her employment in the District.

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.