

NACHES VALLEY SCHOOL DISTRICT JT #3

Position Description

JOB TITLE: Athletics – Head Coach

POSITION DESCRIPTION: The Athletic coach is responsible for presenting to student athletes sports skills and knowledge, team (group) skills, and character traits inherent in positive athletic competition and life practices.

SUPERVISED BY: Responsible to the Athletic Director

QUALIFICATIONS:

1. High school diploma or GED.
2. Must be 20 years of age or older.
3. Valid CPR / First Aid card.
4. Clearance for State and National background checks as a result of fingerprinting; successfully pass criminal records check.

MAJOR FUNCTIONS AND RESPONSIBILITIES:

1. Shall be committed to the academic success of their athletes in word and deed.
2. Shall be committed to the safety and well being of the athletes in his/her charge, teaching and developing positive character traits and sportsmanship.
3. Shall select equipment and make recommendations for the purchase of such.
4. Shall be responsible for the maintenance and repair of equipment.
5. Shall be responsible for reporting preseason and final total inventory.
6. Shall be responsible for the issuance of equipment.
7. Shall arrange for the repair, cleaning, and properly storing of equipment.
8. Shall be responsible to see that only student athletes that have been properly cleared through the office are issued equipment or allowed to practice.
9. Shall oversee the development of program elementary school through high school.
10. Shall plan (in written form) organize, direct, and supervise all practice sessions. Teach (and document such teaching) safety procedures and proper playing techniques for the sports activity. Include sportsmanship, character development and service in practice planning. Keep record of all practice sessions and submit copies of practice plans to the Athletic Director.
11. Shall conduct practices open to all spectators. It is understood that observers of practice sessions will be assigned a specific spot in the facility and observe inconspicuously.
12. Shall determine the degree of fitness of each participant and readiness for competition.
13. Shall over-see the safety conditions of the facility or area in which the assigned sport is conducted.
14. Shall possess a current CPR/First Aid certification.

15. Shall formulate, organize and practice with his/her staff and team, an emergency action plan.
16. Shall file injury reports when necessary.
17. Shall designate one or more assistant coaches to be responsible for JV and C squad teams.
18. Shall practice every legal practice day throughout the season.
19. Shall keep practices to an acceptable length (2.5 hours – HS, 2 hours – MS).
20. Shall formulate a supervision plan for all transportation, facilities and fields.
21. Shall take responsibility for the appropriate care and use of facility.
22. Shall close and secure all facilities at the end of practice or contests.
23. Shall create team rules, expectations, and procedures to communicate with athletes, parents and administration as to the requirements of all aspects of team involvement.
24. Shall apply discipline in a fair and consistent manner, with the use of team rule/expectations and a discipline ladder.
25. Shall report all disciplinary action to the Athletic Director in a timely manner.
26. Shall prepare fields and facilities.
27. Shall take the responsibility to communicate effectively with the administration, parents, media, and athletes to develop good public relations in the school and community.
28. Shall provide preseason paper work to Athletic Director for eligibility.
29. Shall attend all district and league athletic meetings.
30. Shall determine criteria for awards and lettering and include documents of such in the team rule/expectations.
31. Shall keep abreast of new ideas and techniques related to his/her sports.
32. Shall be knowledgeable of the rules of the WIAA and School District, as outlined in the handbook.
33. Shall maintain established criteria for the WIAA coaching standards.
34. Shall conduct themselves with the utmost of professionalism at all times.

EVALUATED ANNUALLY BY: Athletic Director

TERMS OF EMPLOYMENT: Season as defined with salary and benefits to be determined by the Board of Directors.

The Naches Valley School District Jt.3 complies with all federal rules and regulations and does not discriminate on the basis of race, color, national origin, sex or handicap. This holds true for all district employment and opportunities. Inquiries regarding compliance procedures may be directed to the school district's Title IX Officer and/or Section 504 Coordinator.

Title IX Officer: Del Cruzen
Naches Valley High School
PO Box 159
Naches, WA 98937
457-8781 or 653-2342

Section 504 Coordinator: Shelley Marquett
Special Services
PO Box 99
Naches, WA 98937
457-8592 or 653-2122