

WICKENBURG UNIFIED SCHOOL DISTRICT

JOB TITLE: COACH (High School)

LOCATOR:

Position Type: Exempt	Department: High School
Salary Schedule: Extra Duty	Reports to: Athletic Director (Primary); School Principal (Secondary)
Salary Range: Stipend	Location: Wickenburg High School
Term of Employment: n/a	Date: 2/28/11
Shift: After School & Away Games	Approved by: Human Resources

We are creating excellent schools where there is a laser-like focus on the Essential Elements of instruction and moving each student to the next academic level.

POSITION SUMMARY:

- To provide leadership, supervision, and organization to facilitate an athletic program.
- To develop team objectives that further the mission of the WHS Athletic Department in conjunction with the principles of Pursuing Victory with Honor.
- To ensure the health, safety, and security of the student athletes at all times.

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.

ESSENTIAL FUNCTIONS:

1. *Pre-season responsibilities*
 - Work with the athletic director on the timely employment of assistant coaches and volunteers;
 - Ensure staff attends the mandatory in-services and have certifications prior to first day;
 - Prior to student participation in any supervised activities, ensure all students are properly cleared to participate;
 - Assure team and athletic department policies and procedures are followed by all coaching staff;
 - Conduct a meeting for all parents outlining expectations of athletes for the season;
 - Conduct a pre-season athlete meeting regarding all team rules, department policies and procedures;
 - Inspects facilities for cleanliness and safety.
2. *In-season responsibilities*
 - Administer all phases of the assigned sport;
 - Provide for the proper care and use of equipment and facilities;
 - Organize and implement all practice plans;
 - Maintain appropriate inventory control for all school and district equipment;
 - Communicate appropriately with students, parents, staff and media;
 - Supervise athletes at all times when they are involved in sport activities;
 - Continually encourage and model positive and healthy lifestyle for students;
 - Provide leadership for assistant coaches at all levels within the sport;
 - Present professional appearance and attitude at all times, and maintain a high standard of customer service;
 - Prepare and maintain appropriate activity reports;
 - Monitor activities on the field or court to prevent accidents;
 - Follow emergency action plan and procedures established in the event of an emergency;
 - Responsible for the availability and safekeeping of emergency equipment (rescue tubes, backboard, signs and other equipment).
3. *Post-season responsibilities*
 - Inventory and store all equipment;

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- Evaluate all assistants and share the evaluation with each AD;
- Conduct off-season conditioning and practice sessions, including spring and summer practices as outlined in AIA regulations.

OTHER SKILLS/ABILITIES/KNOWLEDGE/ WORK STYLE:

- Knowledge of sport equipment and maintenance;
- Advocate of Pursuing Victory with Honor;
- Ability to work well with student athletes;
- Knowledge of rules and regulations governing conduct on a team;
- Ability to react calmly and effectively in emergency situations;
- Ability to perform rescue actions, administer first aid and CPR;
- Complies with all rules, regulations and policies of the Governing Board.

CERTIFICATES, LICENSES AND REGISTRATION REQUIRED:

- Arizona Teaching Certificate or NFHS Level 1 Coaching Certification;
- NFHS Fundamentals of Coaching and NFHS Concussion Awareness Certificate;
- Must possess current First Aid and CPR Training Certification;
- Must be able to pass a fingerprint clearance and background check or maintain a current Fingerprint Clearance Card;
- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1968.

EDUCATION AND/OR EXPERIENCE:

- Previous experience in the sport;
- Previous experience or training in a related setting preferred.

COMMUNICATION SKILLS:

- Ability to follow routine verbal and written instructions;
- Ability to prepare routine administrative paperwork;
- Ability to communicate effectively;

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

PHYSICAL DEMANDS:

- Regularly required to sit, stand and reach with hands and arms, talk or hear and taste or smell;
- Must be able to walk, and climb or balance, stoop, kneel or crouch;
- May regularly lift and /or move up to 20 pounds;
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate;
- The work environment may be outdoors and may require extended time in direct sunlight;
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EVALUATION: Evaluation completed by the Athletic Director and/or School Principal in accordance with Board Policy.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.

Reviewed / agreed to by _____ Date _____

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