

# Fountain-Ft. Carson School District Eight

## Job Description

Job Title:	Head H.S. Athletic Coach	Reports To:	Athletic Director
Pay Schedule/Range:	Professional Staff Supplementary Pay Plan	FLSA Status:	Exempt
Prepared/Revised Date:	April 12, 2016	Work Year:	Varies based on season

**SUMMARY:** Instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. Provide instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence. Provide general oversight and communication of the particular sport being coached as a total program from middle school through high school and strive for total program excellence district-wide. The success of athletic programs has a strong influence on the community's image of the entire school system and the public exposure is a considerable responsibility. However, community/parent pressure to win must not override the objectives of good sportsmanship and good mental health for student participants. **All coaching assignments will be for one school year and may or may not be renewed based on administrator recommendations and School Board approval.**

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *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.*

Job Tasks Descriptions	Frequency
1. Coordinate and is responsible for all aspects of the sport-specific program. Monitor and evaluate all sport-specific athletics and activities to ensure programs of high standards.	D
2. Oversee, communicate with, and monitor all sport-specific feeder programs, such as junior varsity, C-team and middle school programs.	D
3. Conduct self in an appropriate professional manner at all times, serving as a role model for the other coaches and student athletes.	D
4. Monitor expenditures in the sport-specific budget in order to maintain control and account for athletic funds.	D
5. Work with administrators, human resources and payroll in hiring quality assistant coaching and sub-varsity coaching personnel. Responsible for evaluating and making recommendations regarding transfer, dismissal and assignment of assistant coaches.	M
6. Delegate assignments and duties to assistant coaches working in the sport.	D
7. Is responsible for keeping practice periods for the sport within the confines of the time specified by the Athletic Director and CHSAA.	D
8. Promote effective communication between schools and community by creating positive support for continued improvement of the programs.	D
9. Submit a summary of the yearly program with all necessary reports for end of the season data to the Athletic Director.	Y
10. Attend all sport-specific athletic practices and games.	D
11. Conduct summer athletic camp activities to promote the sport.	Y
12. Is responsible for the general upkeep, protection and inventory of equipment under his/her jurisdiction.	D
13. Draft and submit a budget for the sport.	Y
14. Be available to assist in preparing practice and game field/court for practices and games.	M
15. Assist the Athletic Director in scheduling, transportation and logistics for regular/post season events.	M
16. Advise the Athletic Director and recommend policy, method, or procedural changes.	Y
17. Establish the fundamental philosophy, skills and techniques to be taught by the staff. Design conferences, clinics, and staff meetings to ensure staff awareness of overall program. Train and inform staff while encouraging professional growth through clinic attendance according to local policy.	M
18. Provide training rules and other unique regulations of the sport to each coach and to each athlete who is considered a participant.	M
19. Ensure quality, effectiveness and validity of any oral or written release to local media.	W
20. Maintain good public relations with news media, booster club, parents, officials, volunteers, fans, and opponents.	D
21. Establish multiple communication avenues for parents of student athletes and effective conflict resolution strategies.	D
22. Perform other duties as assigned.	Ongoing

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**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent
- Has previous experience as an effective coach in the assigned sport

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- All Colorado High School Activities Association (CHSAA) member school coaches of interscholastic activity programs who assume full responsibility for students under their direction at any level shall be either:
  - A certified teacher or administrator holding a current license issued by the Colorado Department of Education; or
  - Employed as a teacher, counselor and or administrator at least 50% of the school day in a private school; or
  - A coach registered with the CHSAA.
- Coaches not holding a CDE-issued teacher or administrator license can NOT be a current District non-exempt staff member and shall be registered with the CHSAA in one of the following capacities:
  - One-year Coaching Registration requested by a member school; or
  - A one-time renewal of the above one-year registration; or
  - Permanent Coaching Registration (applied for and held by individual coach).
- All coaches must have CPR and Concussion Protocol training

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Excellent interpersonal skills
- Ability to organize, direct, and supervise a districtwide sport program
- Substantial knowledge of the technical aspects of the sport and willing to examine new theories and procedures important to athletics
- Advanced leadership skills
- Customer service and media/public relations skills
- Critical thinking and problem solving skills
- Budget development and fiscal management skills
- Knowledge of CHSAA rules, regulations, policies and procedures
- Ability to diffuse and manage volatile and stressful situations
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator
- Ability to promote and follow Board of Education policies and building and department procedures

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word and Excel
- Operating knowledge of and experience with typical equipment associated with the sport being coached
- Operating knowledge and use of the District’s athletic scheduling software

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>
<b>Reports to:</b>	Athletic Director

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>
<b>Direct reports:</b>	Sport-specific Assistant Coaches	Varies
	Sport-specific Middle School Head Coaches	Varies
	Sport-specific Managers	Varies

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

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**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit and use hands to finger. The employee is frequently required to reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** While performing the duties of this job, the employee is frequently exposed to outdoor weather conditions. The noise level in the work environment is usually moderate to loud.

**MENTAL FUNCTIONS:** While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, use interpersonal skills, compile and negotiate. Frequently required to instruct, synthesize and evaluate. Occasionally required to copy and compute.