

JOB DESCRIPTION

PARMA CITY SCHOOL DISTRICT
6726 RIDGE ROAD • PARMA, OHIO 44129

**TITLE: HEAD COACH – HIGH SCHOOL
HEAD COACH – MIDDLE SCHOOL**

QUALIFICATIONS:

1. Possess knowledge of the sport with a preference for those who have a playing background in the sport. Prefer previous experience either through experience as an athletic director, sports management specialist, or college preparation.
2. Must obtain CPR, ADE, and Pupil Activity Certification.
3. Must be willing to work long hours (evenings, weekends, and during school year vacations.)
4. Possess the ability to establish and maintain an effective working relationship with students, staff, and the community.
5. Possess the ability to communicate clearly and concisely, both in oral and written form.
6. Possess the ability to serve in a supervisory capacity.
7. Possess the ability to make individual decisions based on established policies and procedures.

REPORTS TO: Athletic Director

MAJOR FUNCTIONS:

1. To instruct athletes in individual and team fundamentals, strategy and physical training necessary for them to realize a degree of individual and team success.
2. To be responsible for the operation of the overall sport that is being coached.
3. To implement athletics according to the rules and regulations established by the Ohio High School Athletic Association and the Parma City School District.
4. To provide leadership and direction to all aspects of the school athletic program

5. To act in an advisory capacity on the scope of the school athletic program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. The athletic season will be in accordance with the Ohio High School Athletic Association guidelines.
2. Coach individual participants in skills necessary for excellent achievement in the sport involved.
3. Be responsible for all matters related to the organization and administration of the coaching of the team.
4. Be responsible for the enforcement of all rules of the Ohio High School Athletic Association.
5. Assign duties to all assistant coaches.
6. Evaluate the performance of the assistant coach
7. Plan and conduct all practice sessions.
8. Assist in planning related athletic events.
9. Maintain accurate squad rosters.
10. Complete injury reports in a timely matter.
11. Cooperate with the principal or designee
12. Establish physical examination schedules.
13. Prepare detailed equipment and supply requests.
14. Be responsible for the inventory, issuance and collection of equipment.
15. Schedule all tryouts, practices, and team meetings.
16. By being present at all practices, games and while traveling, provide assistance, guidance, and safeguards for each participant.
17. Perform such other related duties as may be determined by the principal/designee, and/or Athletic Director.

EVALUATION:

Performance of this job will be evaluated in accordance with district policy and within the provisions of the Board of Education/Parma Education Association Negotiated Agreement.

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 position. **Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

1. While performing the duties of this position, 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, squat, stoop, kneel, reach above the head, reach forward and repeat the same hand motion many times while performing the duties of the job.
2. 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 position, the employee frequently is required to hear conversation in a quiet, as well as noisy, environment and be able to tell from where a sound is originating.
3. The employee must be able to communicate to the team in order to give directions.
4. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.
5. The employee is responsible for the safety or well-being of other people.

WORK ENVIRONMENT:

1. 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.

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.

Human Resources
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December, 2002

Head Coach – High School and Middle School

Page 3 of 3