

## **JV FOOTBALL COACH**

**REPORTS:** To Athletic Director/Principal

**SUMMARY:** To implement the sports program. To organize practices, review game strategies and deal with student athletes

### **ESSENTIAL DUTIES:**

1. Ensure safety of students
2. Ensure the proper conduct and actions of team players at all times
3. Assist the Head Coach in issuing equipment and keeping accurate records of all equipment issued
4. Collect all equipment at the end of the season
5. Inventory, distribute and procure all equipment
6. Assign lockers and oversee the condition of the locker room
7. Attend coaches meetings
8. Assist players in the care and prevention of injuries
9. Attend rules interpretation meetings
10. Instruct players in the proper use of body building equipment, training and nutrition
11. In cooperation with the Business Dept. (Maintenance) prepare outside facilities for all practice sessions
12. Schedule, plan and conduct all practice sessions and scrimmages
13. Prepare and distribute playbooks to all players
14. Develop and enforce training rules
15. Organize filming of all games where appropriate
16. Present and discuss films from previous scrimmages
17. Review and evaluate all game films
18. Schedule and conduct meetings to discuss future opponents
19. Communicate with classroom teachers to determine the achievement level of each player
20. Participate in awards program by distributing awards to the players
21. Instruct and supervise managers in game and practice preparation
22. Evaluate players after each game and at the end of the season
23. In cooperation with the Head Coach, oversee player conditioning
24. Check, repair and fit equipment
25. In cooperation with school Athletic Director, supervise team managers
26. Supervise players in daylong practices, meetings and locker room activities
27. Supervise players on bus trips to away games/scrimmages
28. Assist High School Head Coach from press box and/or on sidelines –(J.V. Head/J.V. Asst./FR Head/ FR Asst.)
29. Lead discussion of game film
30. Evaluate varsity game film – (J.V. Head/J.V. Asst./FR Head/FR Asst.)
31. Prepare offensive and defensive strategies
32. Attend varsity high school games
33. Participate in public relations activities
34. Attend clinics, camps and seminars
35. Be responsible for the enforcement of all rules of the O.H.S.A.A.

36. Possess a thorough knowledge of all the Athletic Rules and Regulations as stated in the "Coaches Handbook"
37. Work within the basic framework and philosophy of the Head Coach of that sport
38. Attend off-season weight lifting and physical conditioning
39. Make contacts with the public with tact and diplomacy. Interact in a positive manner with staff, students and parents. Respond to routine questions and requests in a timely, appropriate manner
40. Maintain respect at all times of confidential information
41. Promote good public relations by personal appearance, attitude and conversation
42. Attend meetings and in-services as required

#### **OTHER DUTIES AND RESPONSIBILITIES:**

1. Scout for players within the student population at facility.
2. Assist with physical examinations for all players
3. Assist the Athletic Director in collecting all necessary fees from players
4. Correspond with college and university personnel to assist players in acquiring athletic scholarships
5. Ensure players meet necessary requirements regarding insurance, physical card, eligibility forms, and athletic waivers
6. Take attendance at practices
7. Serve as a role model for students
8. Interact with Superintendent and/or Board of Education and present information as requested
9. Perform other related duties as determined by the Athletic Director

#### **QUALIFICATIONS:**

1. Must meet all Parma City School District and Ohio Department of Education licensure requirements.
2. CPR/AED certification
3. Pupil Activity Permit issued by the State Department of Education

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Ability to work effectively with others
2. Ability to communicate ideas and directives clearly and effectively both orally and in writing
3. Effective, active listening skills
4. Organizational and problem solving skills
5. Basic first aid
6. Knowledge of the specific sport
7. Ability to teach specific sports techniques

## **EQUIPMENT OPERATED:**

1. Standard office machines
2. Motor vehicle
3. Weight equipment
4. Sport-specific equipment

## **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 stand, talk, hear, and sometimes walk and sit. Occasional exposure to blood, bodily fluids and tissue, exposure to inclement weather conditions, interaction with unruly children, requirement to travel; frequent evening/weekend/summer work
2. While performing the duties of this position, the employee may occasionally push, pull, carry or lift up to 30 lbs.
3. The employee is responsible for the safety or well-being of other people.
4. Specific vision abilities required by this position include color and close vision, such as the ability to read handwritten or typed material and the ability to adjust focus.
5. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.
6. Move from building to building and be able to carry materials.
7. Use of personal vehicle is required in order to perform the minimum service.

## **REPORTS:**