

RED LION AREA SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: HEAD ATHLETIC COACH

STATUS: EXTRACURRICULAR STIPEND

QUALIFICATIONS:

1. High school diploma required.
2. Previous youth coaching experience and knowledge of the assigned sport is highly preferred.
3. Such alternatives or equivalents to these requirements as the Board may find acceptable.

REPORTS TO: Athletic Director

JOB GOAL: To provide knowledge, motivation, and leadership in an activity in which the student can excel to their full potential while competing in an atmosphere that adds to their total education, including their physical well being, moral character, and social and mental development.

ESSENTIAL FUNCTIONS:

1. Has a thorough knowledge of all the athletic policies approved by the Red Lion Area School District Board of Education and is responsible for their implementation by the entire staff of the sports program.
2. Has knowledge of existing system, state, district, and league regulations; implements same consistently and interprets them for staff.
3. Understands the proper administrative line of command and refers all requests or grievances through proper channels. Is aware of all public/staff/departmental meetings that require attendance.
4. Establishes the fundamental philosophy, skills, and techniques to be taught by staff. Designs staff meetings to ensure staff awareness of the overall program.
5. Trains and informs staff, encourages professional growth according to local athletic policy.
6. Delegates specific duties, supervises implementation, and at season's end, analyzes staff effectiveness by evaluating all assistant coaches and providing evaluations to the Athletic Director.
7. Maintains discipline, adjusts grievances, and works to increase morale and cooperation.
8. Assists the Athletic Director in scheduling, providing transportation, and requirements for tournament and special sport events.

9. Assists in the necessary preparation to hold scheduled sport events or practices and adheres to scheduled facility times. Coordinates programs with maintenance and school employees.
10. Provides documentation to fulfill state and system requirements concerning physical examinations, parental consent, and eligibility.
11. Provides proper safeguards for maintenance and protection of assigned equipment sites.
12. Advises the Athletic Director and recommends policy, method, or procedural changes.
13. Serves as a mentor to each athlete to promote the development and demonstration in student athletes of the character traits of trustworthiness, respect, responsibility, fairness, caring, and citizenship.
14. Gives constant attention to a student athlete's grades and conduct.
15. By his/her presence at all practices and games and while traveling, provides assistance, guidance, and safeguards for each participant.
16. Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant.
17. Initiates programs and policies concerning injuries, medical attention, and emergencies.
18. Works with the training staff in a professional manner in response to any injuries and is proactive in adjusting schedules.
19. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary, and contacts parents when a student is dropped or becomes ineligible.
20. Assists athletes in their college or advanced educational selection.
21. Participates in the budgeting function with the athletic director by establishing requirements for the next season. Recommends equipment guidelines as to type, style, color or technical specifications. Is responsible for operating within budget appropriations.
22. Is accountable for all equipment and collects the cost of any equipment lost or not returned. Arranges for issuing, storing and reconditioning of equipment and submits annual inventory and current records concerning the same.
23. Monitors equipment rooms and coaches' offices, authorizes who may enter, issue, or requisition equipment.
24. Permits the athletes to only be in authorized areas of the building at the appropriate times.
25. Examines locker rooms before and after practice and games, checking on general cleanliness of the facility. Responsible for cleanliness and maintenance of specific sport equipment.
26. Secures all doors, lights, windows and locks before leaving the building if custodians are not on duty.
27. Develops and administers a continuous off-season conditioning program, as applicable to the assigned sport.
28. Instills in each player a respect for equipment and school property, its care and proper use.
29. Organizes parents, coaches, players and guests for preseason meetings.

30. Promotes the sport within the school through recruiting athletes and promotes the sport outside the school through news media, little league programs, or in any other feasible manner. Engages collaboratively with other coaching staff to encourage continuity and promote sports diversity among student athletes.
31. Responsible for the quality, effectiveness and validity of any oral or written release to local media.
32. Responsible for maintaining good public relations with news media, booster club, parents, officials, volunteers, and fans. Attends booster club meetings on a regular basis and ensures that the booster club is following school district policies and procedures.
33. Presents information to news media concerning schedules, tournaments, and results.

PHYSICAL DEMANDS: Some bending, twisting, lifting, pushing, pulling, and stooping.
 Constantly alternating between sitting, standing, and walking for extended periods of time.
 Ability to reach above and below the waist.
 Ability to use fingers to pick, feel, and grasp objects.
 Normally does not lift any object weighing more than fifty pounds.

SENSORY ABILITIES: Visual acuity
 Auditory acuity

WORK ENVIRONMENT: Moderate noise level environments
 Subject to inside and outside environmental conditions

TEMPERAMENT: Must possess excellent interpersonal skills
 Must be able to work in an environment with frequent interruptions
 Able to make judgments and work under a high level of stress

COGNITIVE ABILITY: Ability to communicate effectively
 Ability to organize tasks
 Ability to handle multiple tasks
 Ability to exercise good judgment

TERMS OF EMPLOYMENT:

Salary, work schedule, and other conditions of employment are in accordance with the board-approved contract for this position.

The information contained in this job description is for compliance with Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for the position. The individual currently holding this position performs additional duties as may be assigned.

The District may make reasonable accommodations consistent with all applicable laws and regulations, to enable individuals with disabilities to perform the non-exhaustive list of essential functions in this job description. Reasonable accommodations may only be made pursuant to an interactive process and only to the extent such accommodations do not pose an undue hardship or direct threat to the health and safety of the school community.

The Red Lion Area School District is an Equal Opportunity Employment, Educational/Service Organization.

Date Revised: January 23, 2025

Employee: _____