

## JOB DESCRIPTION

### COACH OF STUDENT ACTIVITIES

**Job Title:** Coach or Sponsor of Cross-Country Running and Skiing, Volleyball, Cheerleading, Wrestling, Basketball, Native Youth Olympics or any other athletic sport.

**Qualifications** Interest and experience necessary to carry out the program. College level courses in physical education are desirable. National Federation coaching certification required for all athletic coaching positions, **before** season commences. Current 1<sup>st</sup> Aid and Concussion certification must be maintained.

**Reports To** Principal or Site Administrator

#### **Duties**

1. Selecting and coaching the participant looking after their general health and welfare as it pertains to: conditioning programs, physical examinations obtaining parental permission, caring for injuries, and checking on player eligibility.
2. Coordinating the schedules, practice sessions, facilities, and equipment so that the programs operate smoothly and efficiently.
3. Assuming the responsibility of issuing, cleaning, repairing, collecting and keeping an accurate inventory of all equipment pertaining to the sport. Inventories are to be presented to the Principal within two weeks following the end of the sport season.
4. Assuming the responsibility for the behavior of team members at all school functions and public appearances.
5. Submitting team rosters to the Principal on the first day of practice and updating these team rosters as necessary for eligibility.
6. Appointing or supervising the squad selection of a captain or captains.
7. Traveling with the team when transportation is provided.
8. Assuming the responsibility of being with the team members at all practice sessions and for cleaning practice areas at the end of the practice.
9. Assuming the responsibility for maintaining and submitting an accurate record that includes dates and lengths of each practice.

10. Reporting all injuries which occur during practices and competitions to the principal's office. Injuries must be reported on the District Accident Form.
11. Notifying the Principal, and parent of a player who is dropped from the squad, providing reasons for dismissal.
12. Work with the site Activities Director to ensure when hosting an event that:
  - a. Schools are sent the needed information on time
  - b. Teams arriving are met as they step off the plane
  - c. Arrangements have been made for dressing, showers, etc.
  - d. First aid equipment is made available
  - e. Security of personal items have been provided
  - f. *Visiting schools are given the "red carpet" treatment!*
13. Making recommendations to the Principal for player awards.
14. Submitting a recommendation to the Principal for the purchase of new equipment and supplies.
15. Making recommendations to the Principal and the site Activities Director for improvements or changes to the specific sport.
16. Final checkout conference with Principal/Site Administrator.

*I have reviewed the above Job Description and accept the responsibilities and conditions requirements necessary before final check out.*

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Sponsor's/Coach's Signature

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Date

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Principal's/Site Administrator's Signature

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Date