

JOB DESCRIPTION
HEAD COACH
SCHOOL DISTRICT OF PITTSVILLE

REPORTS TO: Activities Director

GENERAL SUMMARY: The head coach for each sport has the responsibility of carrying on the sport in the best interest of the school district by adhering to the policies and regulations of the School Board, as well as the practices and procedures of the School Administration. Further, each head coach should have a working knowledge of individual building practices, the Pittsville School System rules, and the WIAA State Association rules.

QUALIFICATIONS:

- A. Professional Preparation: Employment as a teacher with coaching preparation either through experience or college preparation.
- B. Background Experience: Possess an appropriate knowledge of the sport, suitable for the position of head coach.
- C. Possess alternatives to the above qualifications, as the Board may find appropriate and acceptable.

DUTIES AND RESPONSIBILITIES:

- A. Assist in the coordination of all programs, including junior varsity, junior high, and youth programs.
- B. Plan and administer staff responsibilities, staff plans, seasonal plans, and scouting duties if applicable.
- C. Keep updated with new knowledge, innovative ideas, and techniques by attending clinics, workshops, and reading in his/her field.
- D. Maintain liaison and active participation with other community activities.
- E. Assist in the ongoing review of the coaching staff. Recommends continued assignment of assistant coaching staff.
- F. Assist in the recruitment of coaching staff.
- G. During Season
 - 1. Implement "Athletic Standards" as outlined in the WIAA Handbook.
 - 2. Issue school equipment in an organized and efficient manner.
 - 3. Assist Activities Director in proper registration of all athletes.
 - 4. Provide information related to transportation, officials, and game management to the Activities Director.
 - 5. Complete officials ranking forms on the WIAA website in a timely manner.
 - 6. Assume responsibility for constant care of equipment and facilities being used.
 - 7. Follow carefully budgeting procedures for purchase orders.
 - 8. Assume supervisory control over all phases of teams in his or her program.
 - 9. Organize and schedule practice sessions on a regular basis with the idea of developing the athlete's greatest potential.
 - 10. Apply discipline in a firm and positive manner as outlined in the Athletic Handbook.
 - 11. See the building regulations are understood and enforced.
 - 12. Emphasize safety precautions and be aware of best training and injury procedures. Consult with athletic training staff to make appropriate decisions regarding the diagnosis of and return to action after an injury to a student-athlete.
 - 13. Conduct himself/herself and his/her teams in an ethical manner during practice and contest.
 - 14. Instruct players concerning rules and rule changes, new knowledge, and innovative ideas and techniques.
 - 15. Report a summary of all contests and provide any publicity information that would aid programs and athletes.

G. End of Season

1. Arrange for the systematic return of all school equipment and hold the athletes responsible for all equipment not returned.
2. Arrange for the issuance of letters and special awards in a timely manner.
3. Arrange for cleaning, sorting, and inventory of all equipment.
4. Be concerned with the care and maintenance of his or her facility by making recommendations concerning additions and improvements.
5. Recommend concerning equipment needed to be purchased or repaired.
6. Maintain records of team and individual accomplishments.

Approved by the Board of Education May 8, 2023.