

**TACOMA PUBLIC SCHOOLS
JOB DESCRIPTION**

Approval: _____
Immediate Supervisor /Date

HIGH SCHOOL HEAD COACH

Administrator /Date

Human Resources /Date

JOB SUMMARY

This position instructs high school athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success in their program. The employee must understand and abide by all building, Tacoma School District and Washington Interscholastic Activities Association (WIAA) policies, regulations, procedures and guidelines.

ESSENTIAL JOB FUNCTIONS

1. Supervises assistant coaches and student athletes to promote effective student learning through participation in athletic activities.
2. Plans, develops and implements an effective program for the particular sport to prepare athletes both physically and mentally to participate with confidence and self-assurance in athletic contests; formulates behavioral objectives for the coming sports season; administers discipline when necessary in a fair and consistent manner; emphasizes safety precautions; provides opportunities for each participant to achieve some success; schedules preseason meeting with parents to establish a personal relationship and to review the total scope of the program; informs participants prior to season about the district's policies and regulations and extracurricular activity contract.
3. Organizes practice sessions that are both stimulating and instructive, and conducted on a regular daily basis with the idea of developing the athlete's greatest potential; teaches basic fundamental skills of the sport; prepares daily practice activities and keeps records on file; emphasizes and promotes good sportsmanship in the conduct of team members and coaches; abides by regulations in the district Coaches' Handbook
4. Assumes responsibility for all phases of the program involving coordination of facility use in conjunction with building athletic director; follows building and district procedures for budgeting and purchase of equipment through ASB; follows district procedures for handling injuries; submits to the athletic trainer a list of names of students who sustain incapacitating injuries during the season; maintains injury records in conjunction with athletic trainer; prearranges transportation with the building athletic director.
5. Informs students and parents of the proper procedures of eligibility and special rules for the particular sport; posts rules and issues them to each participant.
6. Establishes an effective system for issuing equipment and maintaining records including dates and times of issuance; assures the systematic return of all equipment, the cleaning and storing of equipment; performs weekly safety check for all equipment; holds students responsible for lost equipment; completes inventory lists and provides copies to the building athletic director.

7. Issues letters and awards in accordance with previously established written regulations on file with the building athletic director; makes written recommendations to building athletic director, regarding program, facilities, and transportation problems; assists the building athletic director and district athletic director in achieving the objectives of the school's athletic program

OTHER JOB DUTIES

1. Attends all district and building athletic meetings as called by building athletic director and/or district athletic director.
2. Updates knowledge by attending clinics, workshops, and maintaining familiarity with current athletic programs; keeps current with regard to rule changes as adopted by WIAA and Tacoma School District
3. Performs related duties as assigned.

REPORTING RELATIONSHIPS

Reports to the Building Athletic Director and/or Principal or designee.

CONDITIONS

Work with students in outdoor playing fields, indoor and outdoor courts, gymnasium, swimming pool or other sports facilities; physical ability to lift and move sports equipment and demonstrate sports skills when necessary; may be exposed to infectious diseases and inclement weather.

AFFILIATION

Coaches

SALARY LEVEL

Contractual Agreement

FLSA

MINIMUM QUALIFICATIONS

Education and Experience

Graduation from high school or equivalent and a minimum of three years of experience as an assistant coach; must be at least 21 years of age (WIAA regulation); or any combination of experience and training which provides the applicant with the knowledge, skills, and ability required to perform the work and that meets federal and state requirements.

Allowable Substitution

Equivalent combinations of education and experience will be evaluated by the Human Resources department for comparability.

Knowledge, Skills and Abilities

Knowledge of building, Tacoma School District, and WIAA policies, regulations, procedures and guidelines.

Knowledge of effective coaching practices/techniques for the particular sport.

Ability to comply with WIAA coaching standards.

Ability to motivate students.

Ability to exercise fairness in dealing with student athletes.

Ability to conduct oneself in an ethical and exemplary manner at all times.

Ability to maintain poise and composure during practice and games.

Ability to relate to students of differing athletic abilities.

Ability to establish and maintain effective work and student relationships with a variety of people in a multi-cultural, diverse socio-economic setting.

Ability to plan, organize, and coordinate athletic activities.

Ability to set-up and maintain accurate records and files.

Licenses/Special Requirements

First Aid Certificate, CPR card and AED training are required.

Red Cross Safety Training or Lifeguard certification is also required for swimming, diving and water polo coaches.

CLASSIFICATION HISTORY

New description created 1/12/06. Revised: 06/10/08 (added AED training.)

Control # D41-01

This job description is not an employment agreement or contract. District administration has the exclusive right to alter this job description at any time without notice. The statements contained herein reflect general details as necessary to describe the primary functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.