

WINDBER AREA SCHOOL DISTRICT
JOB DESCRIPTION

Department: - Athletic

Standard Title: - Head Coach

Primary Function:

Head Coaches will execute all duties required for an effective athletic program involving participating student athletes.

Supervision Received:

Head Coaches are directly responsible to the Athletic Director.

Direction Exercised:

Head Coaches are responsible for the supervision the athletic program under their direction and of all participating student athletes.

Essential Duties:

1. Knowing and enforcing all policies and regulations covering school activities and for conveying them to the students. Strict adherence is imperative to insure strong programs and for protection of the sponsor and school district.
2. Supervision of students at all times while involved in school sponsored activities.
3. Following district procedures and guidelines in reporting accidents or injuries.
4. Following assigned schedules and practices.
5. Overseeing the performance of all assistant coaches.
6. Insuring that the rules and regulations developed and enforced by the PIAA are maintained and followed.
7. Developing a student participation roster.
8. Check the eligibility of all athletes using the High School Principal's eligibility as a reference.

9. Providing to each student participant, assistant coaches, athletic director and principal a set of rules and regulations commensurate with the coaches expectations and requirements.
10. Working in conjunction with the Athletic Director to insure that transportation and facilities use arrangements have been scheduled.
11. Keeping records regarding the distribution and collection of all uniforms and equipment used in the sport.
12. Attending all PIAA meetings necessary to comply with their regulations.
13. At the conclusion of each session, filing a brief report with the Superintendent outlining the number of student participants, game records, special recognition, concerns and other information pertinent to the season.
14. Reporting problems to the Athletic Director or Building Principal.
15. Maintaining a professional rapport and demeanor with the students, other coaches, referees and others associated with the sport.

Secondary Duties:

1. If a student does not attend school, he/she is forbidden to participate in practice or a game for that day unless authorized by the administration.
2. Before leaving the practice area, insure that the building is secure, all lights out, and the doors are locked.
3. Schedule all fundraisers and moneymaking projects through the administration.
4. Turn in all keys and equipment within two (2) weeks of the close of the season.
5. When school is canceled or dismissed early, all practices and games are canceled. Special events may continue with the authorization by the administration.
6. Insuring that at the conclusion of practice or a game, students have obtained transportation home and that no students are left unattended.
7. Perform temporary duties as assigned by the High School Principal and/or Superintendent.
8. Keep informed of modern educational thought and practices through advanced study, attending educational conferences, clinics, workshops and seminars; membership in professional organizations and professional readings.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Physical Requirements:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

Qualifications:

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

1. Head Coaches shall hold at least a high school diploma.
2. Knowledge of PIAA and NCAA regulations relative to Jr./Sr. High School athletics.
3. Knowledge of program planning, athletic content area and budgeting.
4. Excellent communication, problem solving and organization skills.

Salary:

The salary shall be in accordance with the schedule established by the Board of Education.