

Policy No: 406.01 R7  
Adopted: March 9, 2015  
Revised:

### JOB DESCRIPTION- HEAD COACH (ATHLETICS)

The board of education expects that all persons who are assigned as head coaches will have a sincere interest in relating with students in a non-classroom setting and, if assigned as a head coach, he or she will have participated in sports during his or her high school or college student career. He or she shall have a balanced perspective toward the role of student activities in an academic setting; have an appreciation for the value of student activities in a student's school and family life; and shall be an advocate for children who take on a dual role of activity participant and student.

The head coach shall be assigned, supervised, and evaluated by the superintendent /principal or Activities Director and the duties shall include, but not be limited to, the following:

1. Performing those applicable duties described in the teachers' job description in 406.02 E1.
2. Coaching individual participants in the skills necessary for excellent achievement in the activity involved.
3. Communicating with parents, principals, activities director, and teachers regarding participation requirements, scheduling of practices, meetings, events, transportation requirements, and the progress or status of students with regard to the particular activity.
4. Maintaining necessary attendance forms and where applicable, insurance records, or other pertinent records. (Some records may be filed with the activities director.)
5. Maintaining an inventory of equipment and material as they relate to his or her assigned program. Inspecting and maintaining equipment, assuring the safety of equipment and facilities.
6. Working with the activities director in the scheduling of intrascholastic or interscholastic activities
7. Assigning duties to all coaches under his or her direction and evaluating the performance of these individuals, seeing that they fulfill their duties and responsibilities.
8. Reviewing insurance program with participating students. Making sure students have proper physical examinations and insurance cards have been signed by parents and turned in.
9. Overseeing the safety conditions of the facility or area in which activities are conducted during the time students are present.
10. Being trained in first aid, including CPR, and athletic training procedures. The health and safety of the students shall be of prime importance. He or she shall be responsible for caring for injured athletes performing under his or her direction until additional medical assistance is secured. In the absence of a nurse or other medical personnel, he or she shall see that the injured individual is adequately supervised and, if necessary, accompanied to the hospital. The coach will see that the injured student's parents or guardian are notified. For all injuries which require the attentional medical personnel, a written report shall be made to the athletic director and school nurse.
11. Establishing performance criteria for eligibility in interscholastic participation in his or her activity.

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12. Enforcing discipline and teaching sportsmanlike behavior at all times and shall be responsible for establishing and overseeing penalties for breach of such standards by individual students. Each coach shall be responsible for seeing that all rules or penalties are applied consistently between all participants.
13. Assisting in the preparation of an annual budget for the activity program and shall be responsible for all expenditures from this budget as it pertains to his or her prop-am.
14. Submitting a year-end summary to the activities director, documenting participant numbers, accomplishments, equipment inventories and any other pertinent information requested
15. Minimum physical requirements for the position.

ACTIVITY	SELDOM 0-10%	OCCASIONAL 11-35%	FREQUENT 36-65%	CONSTANT OVER 65%
Standing				X
Walking				X
Sitting	X			
Bending/ Stooping			X	
Reaching/ Pulling			X	
Climbing		X		
Driving		X		
Lifting 50#		X		
Carrying 25 ft.		X		
Manual Dexterity Tasks'	X			

Operate A-V equipment (TV, VCR, various projectors, and recorders.) Use telephone. Knowledge of computer helpful.

16. Minimum educational preparation requirements.
  - A. Nebraska Bachelor's degree in education, or equivalent. Master's degree preferred.
  - B. Holds a Nebraska teaching certificate with endorsement in coaching, or equivalent
  - C. Previous successful teaching experience preferred.

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17. Spending time outside during inclement weather possible.

18. Performing such other tasks and duties as may be assigned. Legal References: §79-101  
Teaching Defined.

Legal References: §79-501 District Boards, Hiring of Superintendent, Teachers, and Personnel.  
§79-567 Board of Education, Power to Select Officers and Employees.  
§79-804 Through §79-816 Certification Requirements.  
§79-1248 Schools, Written Contracts Required.  
§79-859 Through §79-871 Professional Practices Commission.

Note: Assistant athletic coaches will have many of the same responsibilities as the head coach, but will serve as assistants to the head coach for that particular activity. The head coach will direct the day-to-day activities of the assistant coaches. The assistant coach may or may not have the educational background or practical experience for the sport to which he or she is assigned, but will rely upon directions provided by the head coach.