

**WINSLOW UNIFIED SCHOOL DISTRICT #1  
POSITION DESCRIPTION**

**TITLE: COACH**

**EMPLOYEE CLASSIFICATION:** Exempt, Certified

**DESIRED QUALIFICATIONS:**

- Bachelor's Degree/Teaching Certificate for head coaching
- Arizona teaching certification for head coaching
- Experience in the area to be coaching

**MINIMUM QUALIFICATIONS:**

- Level 1 Certification from [www.nfhslearn.org](http://www.nfhslearn.org)
  - Functions of Coaching
  - First Aid/CPR
  - Sport specific course or teaching sport skills if sport is not offered

**OVERVIEW OF JOB DESCRIPTION:** Coaching staff are responsible for the training of the athletes, game planning and management, safety of the athletes, and facility and equipment management.

**PERFORMANCE RESPONSIBILITIES:**

1. Follows local, state and federal law and adheres to State Department of Education and Local School Board Policies.
2. Becomes knowledgeable of the rules and regulations of the National Federation and the Arizona Interscholastic Association (AIA).
3. Prepares written philosophies, goals, and objectives for his/her sport and receives signed approval of the Principal and Coordinator for Activities & Athletics.
4. Develops team rules for his/her sport and receives signed approval from the Principal and Coordinator for Activities & Athletics.
5. Promotes his/her sport within the community.
6. Support and promote the AIA 'Victory With Honor' program.
7. Keeps accurate written records regarding student attendance, eligibility and participation.
8. Coordinates schedules, transportation, meals, lodging, and game officials in concert with the Coordinator for Athletics and Activities.
9. Coaches individual participants in athletic skills.
10. Plans, schedules and supervises a regular program of practices.
11. Plans schedules and supervises a program of activities for the off season, when appropriate.
12. Recommends purchase of equipment, uniforms, and supplies as appropriate.
13. Maintains professional competence through in-service activities or in self selected professional activities.
14. Coordinates with other coaches in scheduling the use of facilities and equipment.
15. Reports all injuries to nurse and, in the absence of a nurse, to the principal and maintains a record of student accidents and/or injuries.
16. Provides safety instruction, and checks equipment and play area to insure safety of students/
17. Assists in the evaluation of Assistant Coaches.
18. Conducts coaching activities as a positive teaching and learning experience.
19. Develops a self-improvement program for upgrading coaching skills.
20. Maintains positive relationships with staff, students, parents and community.
21. Works to develop a sense of pride, purpose, and teamwork.
22. Provides a stable, adult and well-disciplined coaching atmosphere
23. Performs other related duties as necessary or assigned.

**REPORTS TO:** Head Coach, Athletic Director and Principal

**TERMS OF EMPLOYMENT:** Work year to be established by the Board. Salary is determined by experience level on approved salary schedule.

**EVALUATION:** Performance of this position will be evaluated in accordance with provisions of the Board policy on evaluation of personnel.

**ADA ACCOMMODATIONS:** Decisions regarding appropriate and reasonable accommodation(s) will be based upon the merits of each situation. The principle criteria will be that of effectiveness and safety.

**APPROVED BY BOARD 07/11/19**