



PHILADELPHIA PUBLIC SCHOOL DISTRICT

Job Description



TITLE: Head Coach

Board Approved: September 8, 2015

EDUCATION QUALIFICATIONS AND PREREQUISITES

1. Educator License issued by the Mississippi Department of Education, with endorsements in the area assigned
2. Successful coaching experience
3. Such other qualifications as may be set by the Board of Trustees

SUPERVISES

Students, assistant coaches, and all coaches (7-12) in that particular program

REPORTS TO

Principal

JOB GOAL

To support the *Mission and Beliefs* of the District when carrying out duties and responsibilities as assigned

TYPICAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

PROFESSIONAL AND PERSONAL RELATIONSHIPS

1. Understand and follow all rules and regulations set forth by all governing agencies, such as, School Board Policies, Mississippi High School Activities Association
 - a. Has a thorough knowledge of athletic policies approved by the School Board and is responsible for implementation of those policies
 - b. Knowledge of Mississippi High School Activities Association regulations and interprets and implements these regulations consistently for the staff
 - c. Follow the chain-of-command for all student and parent requests or grievances
2. Develop and maintain a good rapport with the coaching staff
3. Develop and maintain sound public relations; cooperate with news media, booster clubs, and interested spectators
4. Prompt submission of participant lists, parental consent forms, and physical forms
5. Follow all policies and procedures in the athletic handbook regarding physicals, eligibility and participation of students:
 - a. Provide for the medical screening of all student athletes prior to participating in any practice or game
 - b. Verify student eligibility for interscholastic competition
 - c. Ensure that parental consent forms are on file in the athletic office prior to the athlete's participation in practice or game
6. Communicate training rules to players and parents
 - a. Establish and maintain appropriate training rules
 - b. Provide training rules and any other unique regulations of the sport to athletes and parents
7. Appropriate dress at practices and games
8. Maintain suitable sideline conduct at games toward players, officials, and other workers
9. Participate in professional development and other activities to improve coaching performance
 - a. Aware of public, staff, or departmental meetings that require attendance

- b. Train and inform staff by encouraging professional growth and set an example by attending clinics and professional development programs
- 10. Develop a good rapport with teachers, administrators and other coaches
- 11. Work cooperatively with all school officials
 - a. Submit all athletic schedules to the Athletic Coordinator for approval
 - b. Perform additional duties as established by the administration
- 12. Promote all sports in the academic program; cooperate with the administration to operate athletic programs as part of the total instructional program
- 13. Work cooperatively with middle school coaches in developing a coordinated program
 - a. Provide leadership in directing high school and middle school coaches
- 14. Cooperate and communicate with parents during the entire year

COACHING PERFORMANCE

- 1. Develop respect by example in appearance, manners, behavior, language, and conduct during practice and contests
 - a. Exhibit exemplary personal conduct and good sportsmanship at all times
 - b. Provide for coaching conditioning of all team members, counseling when necessary
 - c. Supervise team members' appearance and behavior while representing the school
- 2. Provide leadership and attitudes that produce efforts by participants
- 3. Provide proper supervision of athletes in all areas (i.e. dressing room, training room, weight room, gym, outdoor facilities, and transportation)
- 4. Well versed and knowledgeable in matters pertaining to sports
- 5. Is fair, understanding, tolerant, sympathetic, and patient with team members
- 6. Use all possible ethical means of motivation, emphasizes values of competitive athletics, acceptable personal behavior, and lasting values to each participant
- 7. Develop a well-organized practice schedule; practice will be held on all school days except game days and in cases of inclement weather
- 8. Establish the fundamental philosophy, skills, and techniques to be taught by the staff
- 9. Develop integrity within the coaching staff and among fellow coaches
- 10. Delegate authority while remaining accountable for such delegations
 - a. Delegate specific duties
 - b. Supervise implementation and analyze staff effectiveness
- 11. Provide an atmosphere of cooperation in being receptive to suggestions and giving credit to those responsible for success
 - a. Hold periodic staff meetings
 - b. Provide leadership in directing high school and middle school coaches
 - c. Train and inform staff, encourage professional growth by encouraging clinic attendance and professional development programs
- 12. Knowledge of medical aspects of the position, including first aid, injury policies, and hospitalization policies
 - a. Every injury is properly treated and reported to the appropriate administrators, athletic coordinator and parents
 - b. Follow all policies in regard to injuries, medical attention and insurance
- 13. Adhere to all safety procedures at all times; has a plan of action for emergency situations both at home and away

RELATED COACHING RESPONSIBILITIES

- 1. Has a sincere interest in players, their environment, and their problems, both when their sport is in and out of season
 - a. Assist student athletes in securing information concerning scholarships or financial aid
 - b. Ensure that no special privileges are provided for athletes with regard to the curriculum and instructional program
- 2. Responsible for the care of equipment used, including issue, collection, inventory, and storage

- a. Directs student managers, assistants, and statisticians
 - b. Provide for care of equipment and supervision of locker room
 - c. Supervise selection and training of student managers
 - d. Supervise collection and inventory of equipment and development of an inventory upon close of the sport season
 - e. Properly marks all equipment
 - f. Responsible for cleanliness and maintenance of sports equipment
 - g. Accountable for all equipment
3. Responsible for cleanliness and maintenance of practice and game facilities
 4. Make facilities (weight room, gym, etc.) available to athletes as necessary for a successful program
 5. Demonstrate self-control and poise in areas related to coaching responsibilities
 6. Display enthusiasm and exhibit interest in coaching
 7. Keep school administrators informed about unusual events
 8. Follow proper procedures for purchase of equipment
 9. Submit appropriate work orders to proper administration for necessary work/repairs to be completed in a timely manner in or on athletic facilities
 10. Exercise fair and good judgment in the evaluation of assistant coaches using documentation as an accurate instrument in the evaluation
 11. Display strong leadership in directing assistants
 12. Perform other duties as assigned

TERMS OF EMPLOYMENT

187 days annually with salary in accordance with the coaching salary schedule as approved by the Board of Trustees

EVALUATION

Performance of this position will be evaluated annually in accordance with the provisions of Board Policy.