

Bottineau Public School District

Head Athletic Coach Job Description

Qualifications:

1. Previous Coaching Experience or College level or higher playing experience in the sport being coached.
2. Knowledge of overall operation of an athletic program and sport assigned.
3. Must pass background check.
4. A Bachelor of Arts in Education and a valid teaching certificate is preferred, but not required.
5. College Coaching Course(s) are recommended.
6. College Child Psychology Course or previous work with youth is recommended.
7. Appropriate Coaching Certificates as required by the Bottineau Public School District and the North Dakota High School Activities Association.
8. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before administrators, staff, parents and students.
9. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Reports To:

Athletic Director

Supervisory Responsibilities:

1. Assistant Coaches
2. Student Managers, Statisticians

Performance Responsibilities:

1. Communicate information/correspondence to players and parents/guardians.
2. Conduct orientation programs for parents, athletes, and assistant coaches.
3. Work with Athletic Director to develop game schedules.
4. Establish open communication with parents and athletes that effectively addresses any issues or concerns related to the team.
5. Work in conjunction with Athletic Director on preparation of budget for the sport being coached as requested.
6. Advises Athletic Director on equipment, supplies, and repairs required to maintain equipment in a safe and usable condition
7. Assists Athletic Director as needed to secure officials.
8. Coordinates with Athletic Director in making arrangements for transportation to away games and administers district travel policies.
9. Ensures completion of yearly physical exam for each athlete.

10. Cooperates with Athletic Director, counselors, and teachers relative to academic eligibility of each athlete per district policy.
11. Distribute team rosters, contest schedules, and contest locations to all players and parents/guardians.
12. Works with Athletic Director to establish set practice times and locations.
13. Supervise and direct activities of any assistant coaches, statisticians, and student managers.
14. Ensures quality, effectiveness, and validity of any oral or written correspondence with the media and advises the Athletic Director of all correspondence.
15. Work with Athletic Director to determine and procure any team awards.
16. Hold fair and equitable tryouts as needed.
17. Provide all team rules and regulations to team members.
18. Provide training on all rules and skills of the specific sport.
19. Provide training on physical conditioning and injury prevention.
20. Institute, teach, and monitor all drills.
21. Provide appropriate sport specific tactical training.
22. Provide positive motivation.
23. Discipline players as necessary in accordance with team, school, and NDHSAA Regulations.
24. Advocate a healthy and responsible life style for all students and adults participating on or assisting the team.
25. Attend all practices and contests, arriving on time and supervising students until all have left the practice or event.
26. Notify immediately appropriate personnel of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
27. Select, direct, and monitor activities of any team managers
28. Confer with medical personnel for proper approval prior to allowing any injured player to return to athletic activity
29. Other duties as assigned.

EVALUATION:

1. Job performance is evaluated in accordance to district guidelines by the district supervisor.
2. Information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.