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Varsity Head Coach Job Description

Summary:

Position is responsible for coaching student athletes in game strategies and techniques to prepare them for athletic competition using positive and healthy coaching techniques. Position motivates student athletes to develop an appreciation of the sport in addition to teaching students proper sportsmanship.

Essential Duties:

1. Holds organizational meetings before the season for team prospects and encourages potential athletes to participate in the sport.
2. Assesses player's skills and assigns team positions.
3. Develops a regular practice schedule in collaboration with the Athletic Director and organizes practice time to provide both individual and team development.
4. Assigns duties to an assistant coach as necessary.
5. Coaches and instructs players, individually or in groups, regarding the rules, regulations, equipment, and techniques of the sport.
6. Observes players, during competition and practice to determine the needs for individual or team improvement.
7. Determines game strategy based on the team's capabilities.
8. Establishes and maintains standards of pupil behavior that supports behavior expectations of the school. Works closely with school personnel to align discipline standards [for](#) the team with that of the school day.
9. Provides proper supervision of athletes at all times.
10. Monitors the academic performance of team members to ensure that eligibility requirements are met; and encourages student athletes to maintain a high academic standard.
11. Follows established procedures in the event of an athlete's injury.
12. Confers with parents/guardians, as necessary, regarding the athletic performance of their student.
13. Follows state, regional, and district regulations governing the athletic program.
14. Models and coaches sports-like behavior and maintains appropriate conduct towards players, officials, and spectators.
15. Follows established procedures for the proper care, maintenance, and requisitioning of equipment, supplies, and uniforms.
16. Works with the athletic director to develop a policy for awards and submits a list of award winners at the end of the season.



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17. Participates in special activities to include parent's information night, Physicals night, banquets, and pep assemblies.
18. Creates an off season workout regimen and program and pushes for attendance of all players including prospective players for the following season. Works with Athletic director and other sports to best manage the program knowing student's participation in other activities.
19. Maintains a copy of eligibility forms, emergency data cards, insurance records, equipment inventory, and other related records per assigned by the Athletic Director.
20. Models nondiscriminatory practices in all activities.

Other Duties

1. Attends staff development meetings, clinics, and other professional activities to improve coaching performance.
2. Performs any other related duties as assigned by the CEO, Principal and/or Athletic Director or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

1. Past coaching experience in the sport strongly preferred.
2. Have experience implementing effective coaching techniques and skills.
3. Must possess a thorough knowledge of the rules, regulations, strategies, and techniques of the sport.
4. Have experience establishing and maintaining effective working relationships with school administrators, parents, and students.
5. Current clearances and certifications in the following, if not current must be current by the start of the season.
 - Red Cross First Aid OR NFHS First Aid, Health and Safety for Coaches
 - NFHS Concussion In Sports -- What You Need to Know OR ConcussionWise
 - NFHS Sudden Cardiac Arrest OR CardiacWise
 - PA criminal background check
 - PA Child abuse clearance
 - FBI Fingerprints

Working Conditions & Physical Requirements



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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Must have the ability to stand for extended periods of time; exhibit manual dexterity to dial a telephone, see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

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. Duties are normally performed in a school environment (gymnasium, cafeteria, classroom, hallways) or outdoors. Duties may be performed away from school. The noise level in the work environment is usually moderate to loud.

Supervision Exercised: Assistant Coach (if hired for sport)

Supervision Received: CEO, Principal & Athletic Director

*This job description in no way states or implies that these are the only duties to be performed by this employee. The coach will be required to follow any other instructions and to perform any other related duties as assigned by the CEO, Principal & Athletic Director or appropriate administrator.

Chester Charter School for the Arts reserves the right to update, revise or change this job description and related duties at any time.

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Athletic Director (Print)

Signature

Date



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Chief Executive Officer (Print)

Signature

Date