

# JOB DESCRIPTION

## HEAD COACH JOB DESCRIPTION

**TITLE:** Head Coach  
**DEPARTMENT:** Athletics  
**SPORT:** \_\_\_\_\_  
**COMPENSATION RATE:** \_\_\_\_\_  
**REPORTS TO:** \_\_\_\_\_

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### **MISSION STATEMENT:**

*Develop a culture of champions athletically, academically, and within the community.*

All coaches are expected to exemplify the mission statement of Altoona Athletics at all times, and to act as role models and ambassadors for the Altoona Athletics Program and the School District of Altoona. The School District of Altoona expects head coaches to take ownership of your sport program at all levels.

### **Responsibilities:**

*The following duties are primarily performed and which are essential for this position. Employees are expected to be able to perform each of these job duties satisfactorily and successfully to be qualified for the position. Other duties may be required and assigned.*

- Establish the fundamental philosophy, skills and techniques to be taught by the coaching staff. Design conferences, clinics and staff meetings to ensure staff awareness of the overall program.
- Manage and supervise athletic activities, contests, and practice sessions to promote individual growth in athletic skills, teamwork, discipline, respect, and good sportsmanship.
- Utilize the services provided by the School District of Altoona strength and conditioning coach.
- Adhere to injury procedures established by the Altoona Athletic Department.
- Ensure that all coaches work together toward a common goal within their respected programs and provide unity with the feeder schools and affiliated youth leagues within the School District of Altoona.
- Establish performance criteria for competition and evaluate students' athletic abilities initially and on a regular basis (i.e. statistics, film, challenge matches, etc.).
- Train and inform staff and encourage professional growth by promoting clinic attendance.
- Delegate specific duties, supervise implementation, and at season's end, analyze staff effectiveness and evaluate all assistants.
- Exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club's sponsors, booster clubs, and administrators.

- Take all necessary precautions to protect student athletes, equipment, materials, and facilities.
- Monitor and enforce student eligibility criteria for extracurricular participation.
- Work with the athletic department to schedule competitions and coordinate arrangements (i.e. facilities, busing, camps, special events, etc.).
- Accompany and supervise student athletes during athletic competitions in assigned sports on out-of-town trips.
- Instruct and advise students on WIAA rules and regulations.
- Maintain all student-athlete personal and medical files, and pertinent Altoona High School (AHS) materials, eligibility forms, transfer forms, grade reports, and ensure that the AHS and district guidelines are followed.
- Apply and enforce student discipline during athletic contests, and encourage sportsmanlike conduct in all phases of athletic participation.
- Establish and maintain open, professional and respectful communications with students, parents, teachers, athletic director and youth feeder coaches.
- Have the total athletic and school program at interest. Be supportive of student participation in other School District of Altoona activities and communicate with colleagues regarding expectations in and out of season.
- Maintain inventory of all uniforms and equipment within program.
- Annually establish and meet performance goals.
- The administration or designee may assign other duties and accountabilities limited to those consistent with the applicable job function and pay grade.
- Be familiar with and adhere to the Coaches Handbook and school board policies, particularly those governing student nondiscrimination, anti-harassment, bullying, mandatory reporting, student record confidentiality, and other pertinent school board policies.
- Advise students and parents on athletic code of conduct, including consequences for violation, and coordinate with athletic director in instances of possible violations of the code of conduct.

**Preferred Qualifications:**

**Education/Certification:**

Valid teaching certificate or prior coaching experience and NFHS Certification  
CPR/First Aid Certification

**Special Knowledge/Skills:**

Must have experience or a desire to work in a diverse school district  
General knowledge of coaching techniques and procedures  
Knowledge of WIAA/Conference rules  
Demonstrated ability to instruct, lead and supervise student athletes  
Excellent organizational, communication and interpersonal skills