

Goddard USD 265  
Head Coach - Job Description

**POSITION:** High School Head Coach

**RESPONSIBLE TO:** High School Principal

**SUPERVISED BY:** High School Athletic Director

**TERMS OF EMPLOYMENT:** Board of Education Policy

**JOB DESCRIPTION:** To help each participating student achieve a high level of skill, discipline, sportsmanship and self-esteem.

**ESSENTIAL DUTIES:**

1. Coach individual participants in the skills for achievement in the sport involved.
2. Plans and schedules a regular program of practice in season.
3. Oversees the safety conditions of the facility or area in which the assigned sport is conducted at all times when students are present.
4. Maintains accurate statistics, records, and results of the season.
5. Enforces discipline and sportsman-like behavior at all times and establishes and oversees penalties for breach of such standards by individual students.
6. Maintains competency in rules, rule interpretations, meet procedures, coaching techniques, and general information about all aspects of the sport.
7. Establishes procedures and criteria for player selection.
8. Establishes performance criteria for eligibility in interscholastic competition in this sport.
9. Adheres to a highly efficient and technically sound program of injury prevention and follow up.
10. Works closely with athletic director in preparation of scheduled contests.
11. Recommends purchase of equipment, supplies, and uniforms.
12. Maintains, necessary attendance forms, insurance records, and similar paperwork.
13. Accounts for all equipment or delegates the responsibility.
14. Develops consistent and positive public communications procedures through the school and media to inform the parents and the general public about the athletic program.

**PROFESSIONAL DUTIES:**

1. Demonstrate compassion, patience, and understanding of the diversity of all students. Students are treated with dignity and respect in all school settings.
2. Attend and participate in assigned staff/team meetings.
3. Attend and participate in assigned district and building in service programs and activities.

4. Meet assigned building and district responsibilities.
5. Present self in a professional manner, i.e. spoken language is audible and accurate; written language is legible; dress is appropriate to the situation.
6. Follow appropriate channels in resolving concerns and problems.
7. Punctual and reliable.
8. Cooperative and supportive of students, families and colleagues. Is respectful of others.
9. Maintain a cordial relationship with colleagues to fulfill professional responsibilities.
10. Interact positively with students and parents, i.e. daily school interactions and parents meetings.

**REQUIRED QUALIFICATIONS:**

1. Valid Kansas teaching certificate or Rule 10 certification by KSHSAA.

**ATTENDANCE REQUIREMENTS:**

As required in the contract and School Board Policy.

**PERFORMANCE ASSESSMENT:**

The building principal and the athletic director will assess performance according to league, district, and state policies and regulations.

The duties and expectations for this job description will be in compliance with the head coaches' contract.

I have received and read this job description.

_____	____/____/____
Head Coach's Signature	Date
_____	____/____/____
Athletic Director's Signature	Date
_____	____/____/____
Principal's Signature	Date