

**POPE COUNTY CUSD #1
JOB DESCRIPTION**

TITLE: Head Coach

PAY SCHEDULE: Per Collective Bargaining Agreement

QUALIFICATIONS:

- Must be at least 19 years old
- Must meet IHSA coaching certification guidelines (high school only)
- Previous experience as a coach preferred
- Has knowledge and background in the sport
- Trained and certified in CPR/AED

REPORTS TO: Athletic Director, Building Principals

SUPERVISES: Assistant coaches

JOB GOAL: To instruct athletes in the fundamental skills, strategy, and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of positive values, pride of accomplishment, acceptable social behavior, self-discipline, and self-confidence.

MAJOR RESPONSIBILITIES AND DUTIES

- Develop rules and regulations that outline acceptable player behavior, practice and game procedures, and other guidelines that relate to program management
- Determine the system of play and establish goals and objectives
- Have a thorough knowledge of all District and State Athletic policies and be responsible for their implementation
- Understand and follow the proper administrative line of command and refer all requests or grievances through proper channels
- Establish a working relationship other coaches of the same sport in the district
- Continue professional growth by attending classes, clinics, workshops, and affiliations with professional organizations
- Conduct oneself as a positive role model
- Assist athletic director and principal in hiring assistant coaches
- Report all rule violations or suspected violations to the athletic director
- Consult with the athletic director and principal in matters of purchasing equipment, scheduling, and coaching assignments
- Work to develop positive athlete-teacher relationship

- Turn in squad rosters as directed to the athletic director
- Be responsible for the collection of athletic equipment
- Remain at practice or contest until all athletes have left the athletic area
- Ride the team bus to and from contests
- Require appropriate behavior on road trips by supervising students on the bus and at restaurants, games, hotels, etc..
- Promote and encourage fair play, good sportsmanship, and ethical standards of conduct both on and off the field of play
- Help athletic director to maintain a yearly inventory of all equipment
- Work with athletic director in developing a yearly budget
- Be willing to drive the multi-function activity bus to events if applicable
- Performs related duties as assigned by the building principal or athletic director in accordance with the school policies and practices