

## WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

**TITLE:** Athletic Coach

**EMPLOYEE CATEGORY:** Supplemental Position/Part-Time/Seasonal

### QUALIFICATIONS:

1. Must be at least 21 years of age to be a head coach or coach at the high school
2. A valid Florida DOE state certificate; and
3. Experience as a high school or college participant in the sport being coach preferred.
4. Minimum of a high school diploma.
5. Must possess valid CPR and First Aid cards prior to the start of season.
6. Must meet driving requirements including possession of a valid Florida Driver's License and clear DMV report as determined by the WCSB Transportation Coordinator.

### KNOWLEDGE, SKILLS AND ABILITIES:

Under supervision of the Athletic Director and site principal, the coach will adhere to the athletic program philosophy and policies of the WCSB; work cooperatively with administration, staff, athletic department, students, parents and community; communicate effectively with parents and athletes; adhere to the rules regarding eligibility, transportation, facilities, equipment, practices, games and behavior code.

**REPORTS TO:**     **Head Coach:**           Principal/Athletic Director  
                      **Assistant Coach:**     Principal/Athletic Director/Head Coach

### JOB GOAL

**All Coaches:** To assist the head coach in the planning, guidance, and evaluation of inter-scholastic athletic experiences designed to contribute to the physiological, psychological, educational, and social development of the participants.

**Head Coaches:** To coordinate the selection, instruction, training, and conditioning of all athletes at all levels of assigned sport. Positively contribute to the education of each student-athlete in said program. Be the primary catalyst for developing, communicating and implementing a clear vision for the program under your direction.

**SUPERVISES:**     **Head Coach** – Assistant Coaches/Volunteers

### PERFORMANCE RESPONSIBILITIES:

1. Develop and understand team play and specific tactical concepts applied to a game plan.
2. Ability to construct an appropriate training session.
3. Provide for the health, safety and well-being of team members.
4. Exhibit evidence of the following: excellent sportsmanship, poise and self-control, sense of fairness and judgment, healthy role-modeling, leadership skills, ability to discipline, exceptional motivational skills, and excellent communication skills
5. A substantial knowledge of the technical aspects of the sport and, at the same time, has a willingness to continually examine new procedures and theories pertinent to the sport.
6. Adhere to the start and end dates/times of assigned sport.

7. Understand team-related issues, i.e. player management, match analysis, etc.
8. Maintain a safe and effective environment for athletic instruction and activities.
9. Fulfill all administrative requirements in accordance with the WCSB procedures, including tracking daily student attendance, physical forms, parent permission, student accident reports, etc.
10. Administer all aspects of the competitive program assigned.
11. Communicate effectively the objectives of the designated program to other coaches, participants, parents, media, and community.
12. Motivate student athletes to realize their greatest potential on the playing field, in the classroom, and in their daily lives (athletically and academically).
13. Cooperate with coaches of other sports in the school.
14. Exercise good judgment and strategy with respect to game play.
15. Discipline athletes when necessary.
16. Supervise the pre-season, in-season and off-season conditioning.
17. Organize practice sessions and assigned equipment effectively.
18. Effectively supervise the screening procedures for large squads.
19. Organize game plans effectively, as well as, drill plans, etc.
20. Prevent foreseeable injuries and administer CPR/First Aid as trained.
21. Request medical assistance in a timely manner for injuries that are more severe than basic first aid, and request immediate medical assistance for injuries that are life threatening or of a severe nature.
22. Exhibit sportsmanship and ethical behavior with students, coaches, officials, opponents, parents, etc.
23. Cooperate with morale-building groups, such as parent clubs, Gridiron clubs, Diamond Clubs, letterman clubs, etc.
24. Exhibit a vigorous, forceful, and inspiring personality.
25. Supervise and approve the eligibility of athletes.
26. Maintain professional relationships with all personnel connected with athletic events.
27. Attend staff training and development.
28. Assume other duties or responsibilities as directed.

**PHYSICAL REQUIREMENTS:** Physical Work

Exerting up to 50 pounds or more of force occasionally and/or 20 pounds of force regularly to move objects.

**TERMS OF EMPLOYMENT:** Seasonal

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those as determined by the season/head coach and athletic director.

**EVALUATION:** Annually by Athletic Director/Site Principal

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**SALARY ITEM NUMBER:** Stipend per Differential Salary Schedule.