

## WARREN COUNTY PUBLIC SCHOOLS

JOB TITLE: Head Coach

LOCATION: Division High Schools & Middle School

JOB CATEGORY: Non-Classified

PAY GRADE: Supplemental Scale

FLSA STATUS: Exempt

IMMEDIATE SUPERVISOR:  
Building Administrator, Activities Director

### **GENERAL DEFINITION AND CONDITIONS OF WORK**

Organizes, coordinates, and promotes a comprehensive athletic program that is designed to meet the needs and interests of the school community. Provides leadership, coaching instruction, and motivation to maintain a successful athletic program.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS**

The minimum performance expectations include, but are not limited to, the following functions/tasks:  
Provides strong leadership and motivation to build a successful athletic program;

- Complies with the rules and regulations of the Virginia High School League, and the regional and district councils;
- Supervises, directs, coordinates, and monitors student athletes;
- Attends team practices and games;
- Takes all necessary and reasonable precautions to protect students (including the monitoring of environmental conditions), employees, equipment, materials, and facilities;
- Informs students about the program and encourages their participation;
- Prepares and submits forms to the athletic director as required by the Virginia High School League and WCPS School Board, i.e., eligibility roster, players' addresses, accident reports;
- Develops high moral and cohesiveness within the athletic staff;
- Models and instills positive sportsmanship qualities to the student athletes in all activities;
- Interacts with student athletes, teachers, parents, and the community to build enthusiasm;
- Provides and/or monitors appropriate medical assistance to injured participants in athletic activities, as appropriate;
- Instructs participants in safety procedures and in the need to report injuries to a coach and/or athletic trainer immediately;
- Ensures the availability of a properly supplied first aid kit and emergency care cards at all times;
- Engages community support for the development of a total athletic program;
- Assumes responsibility for professional growth and keeps materials, records, supplies, and skills up-to-date;
- Maintains up-to-date knowledge of rules, regulations, and effective coaching practices;
- Participates in the awards program(s), as required by building administrator(s);
- Organizes and monitors fund raising activities;
- Assists students in communications with prospective college coaches and provide letters of recommendation, as requested;
- Monitors academic performance of athletes and ensures that academic assistance and follow-up is provided for athletes that need it;
- Coordinates team transportation arrangements for all away games/activities with the Athletic Director;

- Establishes procedures for communicating with parents/guardians;
- Complies with and supports school and division regulations and policies;
- Maintains proper boundaries with students at all times, assuring respect for the ethical and legal duties in the staff-student relationship and the essential duty to serve as a role model;
- Provides a good role model of an educated professional in appearance, demeanor, dress and behavior;
- Models non-discriminatory practices in all activities;
- Performs related duties as assigned by the Athletic Director and/or building administrator(s) in accordance with school/system policies and practices.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Candidate must possess knowledge of coaching techniques for student athletes and the rules and regulations of the sport. Must possess the ability to establish good working relationships with students, coaches, administrators, parents, and other school-community members.

### **EDUCATION AND EXPERIENCE**

Candidate must possess any combination of education and experience equivalent to completion of high school. Experience as a participant and/or coach is preferred.

### **SPECIAL REQUIREMENTS**

Travel to various schools and/or athletic events is a requirement. Candidate must possess good moral character and is expected to be a role model, in and out of the school.

### **PHYSICAL DEMANDS/REQUIREMENTS**

Duties performed typically in settings related to athletics and include, but not limited to: gymnasiums, sport fields, locker rooms, activity buses, weight rooms, and other home and away recreational areas. Frequent walking, stooping, standing, lifting, up to approximately 50 pounds, and occasional lifting of equipment/objects weighing in excess of 75 pounds. Other physical activities are required. Travel with students, coaches, trainers, and teams on athletic related trips is required. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for determining injuries/illnesses; the worker is subject to inside and outside environmental conditions, noise and hazards. Occasional movement of students by wheelchairs and other mechanical devices may be required. Contact with athletic coaches, athletic trainers, administration, staff, and parents is required. Contact with medical professionals may be required. Frequent contact with parents by phone and in person is necessary.

### **EVALUATION**

The Athletic Director in conjunction with the building administrator(s) will evaluate performance on the ability and effectiveness in carrying out the above responsibilities.