



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Head Coach - Middle School**
 Job Family: **Athletic Coaching**
 Prepared/Revised Date: **November 21, 2013**

Schedule: **Stipend Schedule C**
 Pay Grade: **Refer to Schedule C**

SUMMARY: Serve as Head Coach of a middle high school athletic team following Colorado High School Athletic Association (CHSAA) and Poudre School District guidelines; responsible for all aspects of the program including specific techniques, patterns, offenses, defenses and philosophy of the sport. Coordinate assistant coaches, volunteers, practices and other administrative duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks
1. Supervise, organize and lead practice sessions to best develop sport skills and sportsmanship with student athletes in the sport. Supervise student athletes prior to, during, and after all school sanctioned events; ensure student safety at all times and make sure student athletes are equipped for safety.
2. Supervise assistant coaches and volunteer coaches.
3. Attend and monitor all practices and games.
4. Communicate to athletes and parents student athlete expectations including practice schedules and games, as well as academic performance, respect, commitment, dedication, and sportsmanship.
5. Conduct administrative responsibilities including inventory and security of equipment and supplies, budget, transportation, tracking eligibility and academic progress of student athletes, etc.
6. Follow all Poudre School District guidelines.
7. Coordinate and communicate with the school Athletic Director regarding budget, transportation, equipment, and practice schedules. Establish practice schedules, locations, times, size of team, equipment maintenance, locker-room supervision, extra practices, camps, or out of league contests. Communicate discipline procedures and problems, safety concerns and all student injuries requiring emergency medical services to school Athletic Director.
8. Demonstrate fairness and consistency in all decisions and judgments related to the sport participants.
9. Attend mandatory meetings, required trainings, and other clinics and conferences to keep updated on requirements and trends in the sport.
10. Adhere to district guidelines for building use and field access, including following procedures for reservations, access, and care of district facilities.
11. Attend work and arrive in a timely manner.
12. Perform other duties as assigned.



EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent
- Previous coaching experience in the sport strongly preferred
- Must have expertise in the fundamental skills, rules, and schemes pertaining to the sport

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- CPR, First Aid and AED certifications required before coaching assignment begins
- Complete required trainings upon hire: Concussion, Blood Borne Pathogens, Child Abuse and Reporting, and Sexual Harassment

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Customer service and public relations skills
- Communicate and demonstrate sportsmanship with all athletes, officials, parents and community members
- Bilingual oral and written communication skills preferred
- Ability to maintain confidentiality in all aspects of the job
- Comprehensive knowledge of the sport
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator
- Act as a positive role model and representative of the school and PSD

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Knowledge of sport equipment to provide proper maintenance and storage
- Knowledge of sport equipment to ensure proper use and safety of student athletes
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REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	Assistant coaches and volunteer coaches	varies

- Responsible for assisting with interviewing, hiring and training of assistant coaches; assisting with planning, assigning and directing work, and assisting with addressing complaints and resolving problems.
- Responsible for supervising the behavior and well-being of students in the program.



PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feed		X		
Reach with hands and arms				X
Climb or balance			X	
Stoop, kneel, crouch, or crawl			X	
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy	X			
Coordinate				X
Instruct				X
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions				X
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			



VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	