



da Vinci Schools Job Description

Job Title: Athletic Coach – Head or Assistant
Reports To: Athletic Director
Employed By: Board of Directors
Location: Jackson, MI
Employment Type: Professional/At-Will/Exempt

JOB SUMMARY

The Athletic Coach is responsible for providing leadership, instruction, and supervision for a specific athletic team within the district. The primary goal is to foster an environment that promotes sportsmanship, skill development, and academic excellence. The Athletic Coach must ensure the safety of all participants while adhering to the rules and regulations of the district, the league, and the Michigan High School Athletic Association (MHSAA).

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Teach student-athletes the fundamental skills, strategies, and physical training necessary for individual and team success.
 2. Organize and execute daily practice sessions that are productive, safe, and age appropriate.
 3. Lead the team during contests, making strategic decisions and demonstrating professional conduct toward officials, opponents, and fans.
 4. Model and enforce high standards of sportsmanship and discipline.
 5. Work with the Athletic Director to ensure all student-athletes maintain academic eligibility and have current physicals on file.
 6. Supervise the issuance, collection, and inventory of uniforms and equipment; report any maintenance needs for athletic facilities.
 7. Submit required documentation, including rosters, injury reports, and official ratings, within the designated timeframes.
 8. Attend all required MHSAA rules meetings, district coaching clinics, and parent meetings.
 9. Provide constant supervision of student-athletes in the locker room, on the field/court, and during travel to away events.
 10. Implement the team's Emergency Action Plan (EAP) during injuries or inclement weather; maintain a current first-aid kit at all practices and games.
 11. Ensure all athletic areas (gyms, fields, locker rooms) are clean and secured after use if maintenance staff is not present.
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QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are a representative of the knowledge, skill and/or

ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- **Certification and Education:**
 - High school diploma or equivalent is required.
 - Previous coaching or competitive playing experience in the assigned sport is preferred.
 - New varsity head coaches must complete the Coaches Advancement Program (CAP) Level 1 or 2.
 - Valid CPR and First Aid Certification is required (or must be obtained prior to the start of the season).
 - Valid driver's license and a clean driving record if transporting students in district vehicles.
- **Knowledge, Skills, and Abilities:**
 - Deep knowledge of the rules, strategies, and modern techniques of the assigned sport.
 - Exceptional ability to communicate clearly with students, parents, and school administration.
 - Ability to motivate student-athletes and manage team dynamics.
- **Physical Requirements**
 - Ability to frequently lift and move equipment up to 50 pounds and remain physically active (standing, walking, or running) for the duration of a practice or game.
 - Sufficient physical coordination and mobility to demonstrate sport-specific skills and techniques to student-athletes on various playing surfaces.
 - Must have the visual and auditory health necessary to monitor the field of play, respond to safety whistles/alarms, and detect student injuries in noisy environments.
 - Ability to work in extreme outdoor weather conditions (for outdoor sports) and adapt to high-volume, high-energy indoor environments.
- **Criminal Background Check**
 - Must satisfactorily meet criminal background requirements as outlined in the Michigan Safety Legislation.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.