

Head Coach Job Description

Qualifications and Duties:

1. Collaborates with the Athletic Director and Administration to ensure the athletic program reflects Catholic values and school policies.
2. Has the ability to organize and supervise a total sports program.
3. Has previous experience in the assigned sport.
4. The Head Coach must have substantial knowledge of the technical aspects of the sport and at the same time must continue to examine new theories and procedures pertinent to this field of coaching.
5. Has a Bachelor's Degree from an accredited college/university.
6. Has a thorough knowledge of all the athletic policies approved by the Principal and is responsible for implementation of these policies in his/her program.
7. Has knowledge of the existing school, state and district regulations; implements the same consistently, and interprets them for his/her staff.
8. Understands the proper administrative chain of command and refers all requests through proper channels. Attends to all public/staff/departamental meetings that require his/her attendance.

Reports To:

The Athletic Director who provides overall program objectives and makes final evaluation in conjunction with the Principal.

Supervises:

In each respective sport, the Head Coach must advise, coordinate and support a staff of upper division (and/or middle division) assistant coaches in conjunction with Athletic Director and Principal.

Job Goal:

To instruct in the fundamental skills, strategy and physical training necessary for student-athlete(s) to realize a degree of individual and team success. While focusing on improved competitive relationships, the student shall receive instruction that will lead to the formulation of the moral values and ethics expected of Saint Joseph Academy athletes, pride of accomplishment, acceptable social behavior (on and off the playing field/court), self-discipline and self-confidence.

Staff Responsibilities:

1. Establishes the fundamental philosophy, skills and techniques to be taught by the staff. Design conferences, clinics, and staff meetings to insure staff awareness of overall program, i.e. game/trip schedules, practice, equipment, etc.
2. Trains and informs staff, encourages professional growth by encouraging clinic attendance according to overall program needs.
3. Delegates specific duties, supervises implementation, and at season's end analyzes staff effectiveness and evaluates all assistants with the Athletic Director.
4. Maintains discipline, acknowledges and adjusts complaints and works to increase morale and cooperation in his/her program.
5. Performs and is available for such other duties, relevant to athletics that may be requested by the Athletic Director.
6. Submit the lettering requirements to the Athletic Director prior to season.
7. Submit to the Athletic Director, any policies or rules that you have for your team that are different than the standard school athletic policies.
8. Assists the Athletic Director in scheduling, providing transportation, obtaining other requirements for tournaments, meets, and special athletic events.
9. **Makes every effort to minimize conflicts between practice and competition schedules with class schedules and academic assignments of the student athlete. Special attention will be paid to the rhythm of the academic year and particular importance to mid-term and end of the year exams.**
10. Assists in necessary preparation to hold scheduled athletic events; adheres to facility use times and recommended practice schedules. Coordinates program with the Athletic Director and as necessary, maintenance and school employees.
11. Provides documentation to fulfill state and school requirements concerning physical examinations (every 12 months), parental consent, and eligibility.
12. Provides proper safeguards for maintenance and protection of assigned sites.
13. Advises the Athletic Director and recommends policy, method, or procedural changes.
14. Avoids offering the use of athletic facilities to unauthorized entities and forwards any and all requests to the Athletic Director.
15. Provide a detailed itinerary to the Athletic Director for every competitive travel trip.
16. Maintains and updates uniform and equipment inventories as well as current rosters on the TAPPS Sports database and SJA internal database. The TAPPS Sports website contains the software database being used by the school for the SJA Athletic Programs and must be current throughout the school year.
17. Performs all other duties deemed necessary by the Administration and/or Athletic Director.

In General:

1. The success of athletic programs has a strong influence on the community's image of the entire school. Public exposure is a considerable responsibility and community/parent pressure for a winning performance is taxing, but must not over-ride the objectives of good sportsmanship and good mental health.

2. The position includes other unusual aspects such as extended time, risk-injury factor, and due process predicaments.
3. It is the intent of this job description to give sufficient guidance to Head Coaches. In cases not specifically covered in this document, it shall exercise common sense and good judgment.

In Care of the Student-Athletes:

1. Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant.
2. Gives constant attention to a student-athlete's grades and conduct. Responds to reasonable requests from classroom teachers for assistance in managing academic progress and conduct of his/her athletes.
3. By his/her presence at all practices, games and while traveling, provides assistance, guidance, and safeguards for each participant.
4. Initiates training programs for injury prevention, follows Saint Joseph Academy procedures concerning injuries, medical attention, and emergencies.
5. Completes paperwork of any athletic injury on the proper form and submits this to the Athletic Director the next school day following the accident.
6. Directs student managers, assistants, and statisticians.
7. Determines discipline, delineates procedures concerning Due Process when the enforcement of discipline is necessary.
8. Is responsible to model ethical behavior and is responsible to insist on an atmosphere free of hazing or any other student initiation activities. Hazing, initiations, and/or harassments of any type are forbidden at the Academy and those found guilty of such behavior will be dealt with severely by the Vice Principal of Student Services.
9. Care for the well being of student-athletes by: assessing the safety conditions of areas of play, instructing the athletes regarding proper use of equipment, establishing emergency procedures in the absence of the Athletic Trainer, and reporting unsafe conditions/situations to the proper authorities
10. Works closely with the college placement advisor and the student-athlete in college selection and recommendation procedures.

Facilities, Finances, and Equipment:

1. Participates in the budgeting process with the Athletic Director by establishing requirements for the next season. Clearly communicates safety needs, repairs, and maintenance requirements to the Athletic Director. Recommends and orders all equipment and supplies as approved in the budget. Is responsible for operating within budget appropriations.
2. Is accountable for all equipment and collects the cost of any equipment lost or not returned. Arranges for issuing, storing, and reconditioning of equipment and submits annual inventory and current records of the inventory to the Athletic Director.
3. Monitors coach's offices; authorizes who may enter, issue or requisition equipment with the Athletic Director approval.
4. Properly marks and identifies all equipment before issuing or storing.

5. Permits the student-athletes to be only in authorized areas of the building.
6. Examines locker rooms before and after practices and games, checking on general cleanliness and maintenance of specific sports equipment. Reports maintenance and cleaning needs to the Athletic Director and/or the Director of Facilities.
7. Secures all doors, lights, windows, and locks before leaving the building if custodians are not on duty.
8. Insists and by example, instills in each player respect and care for school property.

Public Relations:

1. Organizes parents, coaches, and players for pre-season meetings.
2. School administration will make contract with photography provider. Each athletic team will use this vendor for all school, family, and TAPPS related media.
3. Promotes the sport within the school and outside the school with the news media.
4. Presents information to the news media concerning schedules, tournaments, and results.
5. Treats members of the press with courtesy and maintains good public relations with the news media, parents, officials, fans, and the community.
6. Coaches must be prudent with comments to the press and never use derogatory, misleading, or other statements airing dissatisfaction.
7. Coaches shall instruct players to handle interviews with discretion and never to be critical of officials, coaches, or Saint Joseph Academy, its administrators and officials.

Practices, Games, Meets, Tournaments, or Competitions:

1. Confirms with the Athletic Director the weekly schedule of practice and contests.
2. Prepares or confirms practice or contest site for use.
3. Prepares and submits a list of students who will be absent from school for an athletic event at least one week prior to the contest. Email the list to the Athletic Director, tvillarreal@sja.us and the Athletics Assistant Secretary slucio@sja.us.
4. Is present at least one half (1/2) hour prior to start of practice and one (1) hour before scheduled home contest. Is present one (1) hour before scheduled departure time for away games.
5. Is responsible for the security of the building and locker rooms before, during, and after a practice or a game. Ensures athletes are clear of the building and have transportation home. A coach must remain on site until all students are gone and be the last individual to leave the premises. In closing the school, be sure doors are locked and lights are off in the facility and locker room. Weight room must also be shutdown and locked.
6. Enforces and abides by all Saint Joseph Academy policies including:
 - A. Any coach using profanity during practice or game or on the school premises may be subject to suspension and/or dismissal.
 - B. Any coach using alcohol (or being under the influence of or appearing to have used alcohol) during a practice or a game, will be subject to immediate dismissal.
 - C. Any coach using tobacco or tobacco products during practice or competition or on the school premises may be subject to immediate suspension and/or dismissal.
 - D. All Coaches must be drug free. Coaches may be asked to submit to random drug testing. Such testing will be at the expense of the Academy. Drug use of any kind by

a coach may be cause for immediate dismissal. The use of alcohol before school events is grounds for immediate dismissal.

- E. All Coaches must have a Criminal Background Check on file with the school and attend a session of “Protecting God’s Children” to become aware of what is and what is not child abuse and the proper reporting procedures.

Major Pre-Season Responsibilities:

1. Medical clearance of squad candidates according to Saint Joseph Academy school regulations.
2. Submits alphabetized list of candidates, identified by grade and sport level before the beginning date of the sports season to the Athletic Director.
3. Arrange all officials for all home games and submits finalized schedules on all levels (Varsity, JV, Freshman, Middle Division) to the Athletic Director.
4. Complete all paperwork, certifications, and/or registrations necessary by Saint Joseph Academy and (for High School Coaches) the Texas Association of Private and Parochial Schools.

Major In-Season Responsibilities:

1. Review interscholastic athletic regulations handbook; this may be done with a meeting of parents and athletes (along with review of season expectations).
2. Review Student-Athlete Contract with athletes and parents.
3. Review Lettering Requirements with athletes.
4. Supervise squad members from the time they report to school for practice or game until they leave the school to go home after the activity.
5. Supervise and care for equipment, supplies, and school facilities, and notify Athletic Director of particular needs in each area. Coaches should instill in students an attitude of proprietary regard for all school equipment and facilities.
6. Coaches should report any broken equipment to the Athletic Director.
7. For use of a CONTROL BOX (clock), coaches should take out and put away for each day of use. Coaches should properly train personnel to use the control box or clock and report any malfunction to the Athletic Director IMMEDIATELY.
8. Supervise team’s use of the weight room as scheduled with the Athletic Director, making sure that all weights are picked up after use.
9. Supervise all athletes under your care in making sure that they place all of their valuables and personal items in a locked locker during your practice. If they have items too large for their assigned locker, then have them either
 - a. place their items at the site of your practice where they can be visible to you and the students throughout your practice or,
 - b. place and secure their items in a locked classroom or facility that is not open to other students.
10. Supervise care of injuries and completion of injury report forms for student health records and insurance purposes.
11. See that proper procedures are followed for team members to be excused from school for athletic contests.
12. Attends to pre-game preparations – transportation, equipment, and facilities.
13. Maintain appropriate personal conduct at games toward players, officials, and spectators.

Major Post-Season Responsibilities:

1. Submit list of squad members who successfully completed the season; include letter winners, Varsity, JV, Freshman, Middle Division as well as all team and Individual Post-Season Awards, ie. All City, All Valley, All District, All State winners, etc. to the Athletic Director.
2. Provide a detailed list of players who failed to return issued equipment.
3. Provide an inventory of equipment on hand indicating condition as good, fair, or poor.