

NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION

HEAD COACH

Purpose of the Job

To provide sports activity supervision, training, and coaching to student athletes; and to provide coordination of the individual sport program for the assigned school.

Essential Job Functions

1. Follows all rules and regulations regarding the sport as presented in the W.I.A.A. Handbook; supports all decisions and policies established by the District or league officials; a member in good standing with the NKAAA.
2. Keeps abreast of all rules and rule changes, new developments, innovative ideas, and techniques by attending clinics, workshops, and by reading in the field.
3. Monitors the safety and conduct of all athletes at all times.
4. Explains training regulations to the team.
5. Verifies and ensures the eligibility of all students who participate in the assigned program.
6. Reports game, match, or meet results as assigned; keeps student body and parents informed.
7. Scrutinizes all information that is to be published to ensure accuracy.
8. Prepares roster of players, schedules, and necessary information, and distributes to competing schools and the news media.
9. Submits transportation requests to the athletic director as assigned; schedules all usage of the athletic department van.
10. Attends rules meetings and W.I.A.A. sponsored clinics as assigned.
11. Drafts and submits budget recommendations for assigned sport to the Athletic Director; administers budget as allocated by the Associated Student Body.
12. Completes order forms with purchase orders as assigned; order equipment and supplies as needed within budgetary limits; returns signed invoice to athletic director.
13. Arranges all non-league games, meets, or matches as assigned; provides input throughout the league with regards to development of league schedules.
14. Ensures the issuance, care, and inventory of all equipment used in that sport; ensures that facilities used by the assigned teams are maintained in good condition by athletes and others during practices and games.
15. Arranges activities with building administrator; arranges for faculty to serve as timers, announcers, supervisors, and other duties that require adult supervision.
16. Ensures all facilities and equipment for indoor and outdoor activities is safe and ready for games and practice; report unsafe areas and conditions as assigned.
17. Follows all district rules, guidelines, and directives regarding travel to games and events by all student participants.
18. Supervises and monitors the NKSD required academic eligibility forms on a weekly or bi-monthly basis.

Qualifications:

Education & Experience:

High School Diploma or equivalent

Must be 21 years of age

1. Successful coaching experience in the above sports activity preferred.

2. One season experience with WIAA, district, and school regulations in regard to equipment, eligibility, and budgets.
3. Preference may be given to individuals with teaching experience

Knowledge Skills & Abilities:

1. Ability to relate in a positive manner with students, staff, and parents.
2. Demonstrated ability to organize and administer a complete program.
3. Skilled in communicating effectively and diplomatically

Licenses, Certificates & Special Requirements:

1. Must meet WIAA coaching standards; 30 coaching education hours by the end of 3rd season for beginning coach
2. Head Coaches MUST attend the WIAA Rules Clinic or pass an annual rules test (some exceptions may apply)
3. *Valid first aid/ "Hands On" CPR certificate required prior to beginning service.*

Reporting Relationship:

Reports to the assigned building administrator.

Conditions of work

School athletic environment; works outdoors in inclement weather; exposed to childhood illnesses; required to deal with angry and distraught people; required to travel to other districts facilities; required to maintain strict confidentiality.

Union Affiliation:

NKAAA

FLSA Status:

Non-exempt

Salary Range:

NKAAA Salary Schedule

Job History:

Created: 11-12-03; Revised: 10-30-05; 8-23-11

This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice