



Head Athletic Coach

Position Summary: The Coach instructs athletes in the fundamental skills, strategy, and physical training necessary to realize individual and team success. The Coach should mentor student-athletes to develop the formation of Christian character, acceptable social behavior, self-discipline, and self-control.

Classification: Seasonal, part-time

Reports to: Athletic Director

Pay: Based on sport/season

Required Professional Qualities

It is expected that the Head Coach will...

- Hold and maintain first aid and CPR certification.
- Have received or will soon receive acceptable training to meet state athletic association minimum standards for coach's certification.
- Have had successful experience as a teacher in physical education and in interscholastic athletics as a coach or a participant.

Essential Job Functions - Accountabilities

It is expected that the Head Coach will...

Spiritual Leadership

- Have a conviction that God has called him/her to Christian school ministry.
- Reflect the purpose of the school, which is to honor Christ in every game and every activity.
- Have periodic devotionals and prayer with teams.
- Motivate students to accept God's gift of salvation and help them grow in their faith through his/her witness and Christian role modeling.
- Lead students to a realization of their self-worth in Christ.
- Maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- Ensure the work environment in the athletic department is Christian-based, nurturing, wholesome, and loving.
- Work with the administration and staff to address the spiritual formation needs of the students.
- Follow the Matthew 18 principle in dealing with conflict with students, parents, staff, and administration.

Academic Leadership

- Participate in formal and informal parent-teacher conferences, when requested.
- Participate in continuous professional development through professional reading, college coursework, and through attendance at in-service, clinics, workshops, conferences. Join appropriate professional organizations related to athletics.
- Seek and accept constructive evaluation of his/her job performance.

Administrative Leadership

- Seek to accomplish the goals and objectives assigned by school administration and school policy.
- Help staff, students, and volunteers to function efficiently, effectively, and productively.
- Understand supervision and how to lead in a positive manner.
- Keep proper discipline in the gym and on the school premises for a good learning environment.
- Meet regularly with the rest of the staff to ensure coordination of programs and prompt problem resolution.
- Respect professional ethics that require confidentiality concerning the sharing of information about children, parents, or staff.
- Know the procedures for dealing with emergencies in the gym, and outdoor facilities. Conduct required emergency safety drills in coordination with school leadership.
- Report safety, health, and maintenance needs that are observed to appropriate individuals.
- Inform the Athletic Director promptly if unable to fulfill any assigned duty.
- Deal directly and frankly with the school administration when honest differences exist in an earnest effort to resolve such differences.

Coaching Leadership

- Work with the Athletic Director in setting goals and objectives for the athletic department.
- Coordinate all athletic events that take place within school facilities and grounds such as physical education classes, interscholastic athletic contests, tournaments, trips, clinics, camps, practices, and scrimmages.
- Lead student athletes on and off the court or field in a specific sport, increasing their knowledge of the sport and emphasizing good sportsmanship.
- Have specific, attainable goals for the team.
- Establish and supervise team tryout selection procedures. Develop team rosters.
- Participate in monthly or periodic staff meetings of coaches.
- Develop a program for teaching and promoting the ideals and fundamentals of good sportsmanship supporting the school's mission statement.

- Support participants, coaches, parents, and fans that teach and display good sportsmanship. Recognize exemplary behavior and actively discourage undesirable conduct by athletes, coaches, parents, fans, and others.
- Be familiar with appropriate national organizations, state athletic association, league, and school policies and establish procedures so that the school, administrators, coaches, staff, players, parents and fans won't be placed in potential liability situations.
- Review and make recommendations for changes in the Athletic Handbook to the Athletic Director.
- Maintain file of student-athlete records such as physical exam forms, eligibility forms, permission slips, rosters, athletic awards, statistical records, etc.
- Assess fields and gyms to make sure there is no cause for injury through negligence and neglect.
- Represent the school at all league coach meetings, other league events and meetings, and as needed at state athletic association meetings.
- Oversee the inventory of all equipment and uniforms for coached sport. Provide for care and security of all sports equipment.
- Account for all uniforms and equipment checked out. Notify school office if players have missing or damaged uniforms or equipment beyond normal wear and tear.

Additional Duties or Responsibilities

- Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the general public.
- Participate in the school's development programs and activities in areas of constituency relations, fundraising, and student enrollment and retention.
- Involve parents in prayer and volunteerism, as appropriate.
- Perform any other duties that may be assigned by the administration.