



**TITLE: SUPPLEMENTAL—COACH, HEAD**

**Qualifications:**

Sport specific participation  
Coaching experience preferred  
Internal certified candidate preferred

**Reports to:**

School Athletic Director/ Athletic Coordinator  
Principal or administrator designee

**Job Goal:**

To help each participating student achieve a high level of skill, an appreciation for the values of discipline and sportsmanship, and an increased level of self-esteem.

**Performance Responsibilities of ALL coaches:**

1. Maintain records of evaluation procedures used in selecting squad members.
2. Enforce all rules of the Kansas State High School Activities Association.
3. Maintain an accurate squad roster at all times.
4. Verify that no candidate is issued equipment or allowed to practice until he/she has completed a KSHSAA pre- participation physical exam, notarized insurance & medical release, and tryout/participation agreement forms.
5. Supervise practice sessions and maintain security of the locker room.
6. Serve as an advisor to the students on his/her squad.
7. Report injuries of participants to proper school officials. Follow injury policy as explained in coach's handbook.
8. Support and facilitate established decisions and policy decisions of a general nature that are in keeping with the established policies and procedures of the school.
9. Organize a system for uniform and equipment checkout and ensure that all students are accountable at the conclusion of each season.
10. Submit practice schedules to administration and office staff.

**Responsibilities Specific to HEAD Coaches:**

1. Each coach at the senior high school level will hold a pre-season parent meeting to go over team rules and expectations. Coaches at the junior high school level are highly encouraged to hold a pre-season parent meeting.
2. Report all team scores to the local paper and prepare other public information releases as needed.
3. Assign duties to assistant coaches and prepare a written evaluation for each coach at the conclusion of the season.
4. Inspect all equipment, oversee the issuance and collection of equipment, maintain inventory records, and enforce rules regarding care of equipment.

5. Arrange for the presentation of team awards.
6. Announce and enforce rules and regulations pertaining to the conditioning of players and training rules affecting the health and safety of players.
7. Maintain school policy in scheduling facilities for practice.
8. Make sure custodians have, in writing, notification of and requirements for his/her sport.
9. Arrange for team pictures and make sure the yearbook sponsor has a copy.
10. Be supportive of junior varsity teams and attend games and practices when possible.
11. Advise parents and athletes of expectations of good sportsmanship. Make certain that parents, team members, and assistant coaches know the importance of KSHSAA Rule 52. High school athletes should be aware of Sunflower League sportsmanship policies.

**Critical Skills:**

- Ability to speak clearly and audibly to various groups expressing ideas in a logical and forthright manner
- Ability to quickly analyze a situation and provide prompt advice
- Ability to respond to information requests in a courteous, timely and helpful manner
- Ability to work constructively and cooperatively with others
- Ability to travel as needed

*The tasks listed in this position description are subject to change at the discretion of the superintendent. The incumbent is expected to take on other duties as requested or assigned by his/her supervisor.*