

DEXTER CONSOLIDATED SCHOOLS

JOB DESCRIPTION

POSITION: HEAD COACH-All Dexter High School Sports

SUPERVISOR: Athletic Director

GENERAL JOB DESCRIPTION: The Head Coach will establish and maintain an athletic program of the highest caliber in the sport(s) to which they are assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Help each participating student achieve a high level of skill, an appreciation for the values of discipline, teamwork, and sportsmanship, and an increased level of self-esteem.
2. Assist with screening, employment, supervising and assignment of assistant coaches in his/her major sport.
3. Responsible for the scouting program of assigned sport.
4. Responsible for monitoring, representing, and having a working relationship with radio, television, print media, and booster clubs.
5. Responsible for helping represent the district in his/her major sport.
6. Responsible for a coordinated program, in cooperation with the Athletic Director, in grades 7-12 in his/her major sport.
7. Responsible for monitoring effective working relationship with middle school coaches in his/her major sport.
8. Supervise the overall program to which the head coach is assigned in cooperation with the Athletic Director and the Principal.
9. Coach individual participants in the skills necessary for excellent achievement in the activity involved.
10. Plan and schedule a regular program of practice in season.
11. Work closely with the Athletic Director in scheduling interscholastic contests.
12. Monitor the response to all rules and regulations in all activities to which they are assigned responsibilities.
13. Recommend purchase of equipment, supplies, and uniforms as is appropriate.
14. Maintain necessary attendance forms, proof of insurance records, physical records, code of ethics, parent permission forms, and similar paper work.
15. Oversee the safety condition of the facility or area in which assigned sport and/or activity is conducted at all times that students are present.
16. Establish additional performance criteria for eligibility in interscholastic competition in his/her sport and or activity.
17. Enforce discipline, sportsmanship and positive behavior at all times, and establish and oversee penalties for breach of such standards by individual students.
18. Attend to the academic classroom work which may be assigned using acceptable methodology and techniques of teaching.
19. Prepare and submit to the athletic office:
 - A. A list of all athletes participating in your program at least two weeks before the first contest (for eligibility purposes).

- B. A list of letterman in your program at the end of the season. (Requirements for lettering are determined by each head coach in their particular sport).
 - C. A complete inventory of equipment at the end of the season.
20. Compile and distribute to all faculty members, principals, and attendance office, a list of athletes that are to be excused from school on each road trip.
 21. On all road trips, submit request for transportation in advance to confirm the date and time or your scheduled departure.
 22. Provide a safe keeping for valuable during practice and game time.
 23. See that all athletes under his/her jurisdiction are well informed as to all athletic eligibility rules and regulations.
 24. Limit the time athletes will be out of school to a minimum.
 25. See that no student in his/her program participates in more than the maximum number of games/contest that is permitted.
 26. Be knowledgeable of rules and regulations regarding his/her sport as presented in the NMAA handbook.
 27. When serving in the capacity as a representative of the Dexter School System, conduct him/herself in a manner that will not cause any embarrassment to the team, school or community.
 28. Demand the same expectation of all his/her assistant coaches.

NOTE: While many of the aforementioned responsibilities may be delegated to an assistant coach, it remains the head coach's responsibility to see that his/her program is in total compliance.

QUALIFICATIONS:

1. Certified Dexter Schools Staff Member.
2. A New Mexico Teaching license with a coaching endorsement.
3. Five years experience in teaching preferred.
4. Demonstrated interest and aptitude for performing the task(s) of Head Coach.
5. Such alternatives to the above qualifications as the Athletic Director or Superintendent may find appropriate and acceptable.

PHYSICAL REQUIREMENTS:

Helpful (but not required) if the coach is able to demonstrate the appropriate skills and techniques to be used by athletes to participate in their particular sport(s). Sitting, standing, lifting and carrying (up to 30 pounds) reaching, squatting, kneeling, and moving light furniture may be required.

SAFETY AND HEALTH:

1. Knowledge of universal hygiene precautions.
2. Knowledge of school safety procedures (fire drills, lockdowns, severe weather, etc.)
3. General knowledge of first aid procedures.

EQUIPMENT/MATERIAL HANDLED:

1. Must know how to properly operate or be willing to learn to operate all multi-media equipment including current technology.
2. Knowledge of proper use of any equipment necessary for safety.
3. Follow all safety precautions in dealing with equipment/material.
4. Must know how to operate sports equipment.

WORKING ENVIRONMENT:

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hour work may be required. May make site or home visits when needed and appropriate. Work surfaces will vary from concrete to grass to hard wood floors.

TERMS OF EMPLOYMENT:

1. FLSA exempt employee.
2. Salary and work year to be established by the Superintendent.

Every employee works for Dexter Consolidated Schools, not only for a particular supervisor or department. Accordingly, employees are expected to act in the best interest of the school district even if doing so requires actions or responsibilities not listed in the above position description.

I have reviewed and agree to the above job description:

Printed Name: _____

Signature: _____

Date: _____

Supervisor: _____

Date: _____