

**ANSONIA LOCAL SCHOOL DISTRICT**

**JOB DESCRIPTION**

**TITLE:** HEAD ATHLETIC COACH

- QUALIFICATIONS:**
1. Valid teaching license.
  2. Employment as a teacher in Ansonia Local School District.
  3. Attends and completes Pupil Activity Program and CPR training as needed.
  4. Such alternatives to the above qualifications as approved by the Board of Education.

**REPORTS TO:** Athletic Director

**GENERAL DISCRIPTION:** Oversee and organize the entire program at Ansonia High School and Junior High School; coordinate and organize the entire staff; directly coach and condition the varsity team.

- JOB GOALS:**
1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
  2. Instill in students the belief in and practice of ethical principles and democratic values.
  3. Respond to routine questions and requests in an appropriate manner.
  4. Perform other duties as assigned by athletic administrator

Student Responsibilities:

1. Ensure safety of students.
2. Select players for team.
3. Responsible for the proper conduct and actions of the team at all times.
4. Assist players in the care and prevention of injuries.
5. Develop and enforce training rules.
6. Communicate with classroom teachers to determine the achievement level of each player.
7. Determine skill level of players and place in appropriate positions.
8. Coach all practices and games of the varsity team.
9. Organize and help supervise all out of season conditioning programs, camps, and open gyms for the entire program.
10. Coordinate statistics for the CCC and news media.
11. Discipline all varsity and junior varsity players.
12. Maintain respect at all times for confidential information.
13. Assist athletes in their college or advanced educational selection.

Administrative Duties:

1. Forward a list of all participants on the team, along with all information necessary for the eligibility report.
2. Assist in selection of assistant coaches.
3. Participate in awards program by distributing awards to the players.
4. Work with the athletic administrator on equipment inventory, purchasing of new equipment, reconditioning, scheduling, and athletic rules involving players.
5. Assist in the necessary preparation to hold scheduled sporting events.
6. Observe and evaluate assistant coaches.
7. Complete all paper work to the administrator of athletics as required.
8. Attend rules and tournament draw meetings.
9. Evaluate officials annually for the CCC and Southwest District.
10. Attend rules interpretation meetings, all league selection meeting, regional meetings, and various clinics.
11. Responsible for attending and nominating players at the end of the year at Conference and district voting and meetings.

Staff Responsibilities:

1. Coordinate all support help for the team, e.g., stats, managers, and volunteer coaches.
2. Act as a consultant to all assistant coaches.
3. Establishes the fundamental philosophy, skills and techniques to be taught by staff. Design conferences, clinics, and staff meetings to insure staff awareness of overall program.

Finance and Equipment:

1. Makes no purchases without authorization of the Athletic Director.
2. Is accountable for all equipment and collects the cost of any equipment lost or not returned.
3. Examines locker rooms before and after practices and games, checking on general cleanliness of the facility.
4. Responsible for securing all doors, lights, windows and locks, arming/disarming security system before leaving building if custodians are not on duty.

Public Relations:

1. Reports line-ups, scoring plays, and other pertinent data of each game to the local newspapers and radio stations.
2. Interact in a positive manner with staff, students, and parents.
3. Promote good public relations by personal appearance, attitude, and conversations.
4. Organize parents, coaches, players, and guest for pre-season meeting.

**NOTE: Wages, hours, and conditions of employment shall be determined by master agreement, Ohio Revised Code, or Board of Education Policy.**