

Bay City Public Schools Position Description

POSITION:	Head Football Coach - Varsity	
DEPARTMENT:	High School Athletic Department	
BARGAINING UNIT:	BCEA / Appendix B	
REPORTS TO:	Principal / Athletic Director	
PREPARED BY:	Shelly Ouellette/ Patrick Tobin	DATE: 7/14/14
APPROVED BY:	Judy Cox/ Michael Thayer	DATE: 7/14/14

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

ESSENTIAL DUTIES AND RESPONSIBILITIES. *Other duties may be assigned.*

- Coaches individual participants in the skills necessary for excellent achievement in the sport involved.
- Plans and schedules a regular program of practice in season.
- Oversees the safety conditions of the facility or area in which assigned sport is conducted at all times that students are present.
- Maintains accurate statistics, records, and results of the season.
- Enforces discipline and sportsmanlike behavior at all times, and establishes and oversees penalties for breach of such standards by individual students.
- Maintains competency in rules, rule interpretations, game procedures, coaching techniques, and general information about all aspects of the sport.
- Enforces performance criteria for eligibility in interscholastic competition in this sport and is consistent in establishing criteria for eligibility in competition.
- Adheres to a highly efficient and technically sound program of injury prevention and follow up.
- Works closely with the athletic director in scheduling interscholastic contests.
- Recommends purchase of equipment, supplies, and uniforms.
- Maintains necessary attendance forms, insurance records, and similar paperwork.
- Accounts for all equipment.
- Develops a consistent and positive public communications procedure through the school and media to inform the parents and the general public about the athletic program.
- Attends league meetings as required by administration.
- Maintain discretion and loyalty with confidential information.
- Ability to work with a large, diversified population of students, parents, and staff.
- Work directly with the athletic director.
- Public relations representative to parents and citizens / greets visitors.
- Good listener using a calming mannerism when individuals are angry or a stressful situation is present.
- Ability to manage and implement the safety plan for the student-athletes in case of an emergency.
- To have knowledge of the location of the AEDs in the facility.
- To have an extensive knowledge of the operations of the school district as they relate to the operations of the athletic office and high school.
- To have a thorough knowledge of local, state, MHSAA, and other rules, regulations, guidelines, and legislation applicable to athletics.
- Verify schedule of home events with the athletic director on a regular basis.
- Follow district hiring procedures for all assistant coaches, etc.
- Follow district and department procedures for securing volunteers (including volunteer coaches)
- Follow guidelines set forth by the District Finance Department as they relate to fundraising.

SUPERVISORY RESPONSIBILITIES:

Supervises students of the football program.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED). Coaching experience in the sport sanctioned by the MHSAA preferred.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write correspondence. Ability to speak effectively before parents, staff, students and the community. Demonstrated ability to use both oral and written English appropriately and effectively.

MATHEMATICAL SKILLS:

Ability to perform basic math computations including rates, ratio, and percents using whole numbers, common fractions, and decimals. Demonstrate a high degree of ability related to cash receipts, deposits, balancing and verifying funds.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Demonstrated ability to use good judgment in decision-making.

OTHER SKILLS AND ABILITIES:

Knowledge and good practice related to risk management. Demonstrated ability to proficiently operate a personal and mainframe computer and related software (Microsoft Word, Access, Excel, Powerpoint, CIMS, Internet, etc.) Ability to develop effective working relationships with students, staff, and the school community. Ability to maintain a calm demeanor and remain professional in stressful situations. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties through knowledge of all district requirements and Board of Education policies. Ability to prioritize work and organize work; with delegating as appropriate. Demonstrated ability to deal with confidential information with a high degree of discretion and loyalty. Ability to multi-task with numerous interruptions.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is almost continuously required to walk, stand and talk or hear. The employee is occasionally required to run. The employee is occasionally required to reach with hands and occasionally will repeat the same hand and arm motion. The employee occasionally will lift and carry up to ten pounds and push/pull up to 30 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus. Attendance and punctuality are expectations of the position.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud to this particular environment. The employee continuously is interacting with the public, staff and students. The employee frequently will be required to meet multiple demands from several people with short notices, deadlines, and shifting priorities. The employee will be distracted and interrupted by such influences as people, noise, etc.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.