

Section 400 - Personnel
Employees Job Descriptions
Coaches

File: 405.05 – R1

The board of education expects that all persons who are assigned as coaches will have a sincere interest in relating with students in a non-classroom setting and, if appropriate, with a participative experience in the particular sport during their high school or college student career; have a balanced perspective toward the role of student activities in an academic setting; have an appreciation for the value of student activities in a student's school and family life; and are advocates for children who take on a dual role of activity participant and student.

The coach shall be assigned, supervised, and evaluated by the activity director and the duties shall include, but not be limited to, the following:

1. Performing those applicable duties described in the teachers' job description in 405.31 – R1;
2. Coaching individual participants in the skills necessary for excellent achievement in the activity involved;
3. Communicating with parents, principals, and teachers via the activity director, regarding participation requirements, scheduling of practices, meetings, events, transportation requirements, and the progress or status of students with regard to the particular activity;
4. Maintaining necessary attendance forms and where applicable, insurance records, or other pertinent records;
5. Maintaining an inventory of equipment and material as they relate to his or her assigned program;
6. Working with the activities director in the scheduling of intra-scholastic or interscholastic activities;
7. Over-seeing the safety conditions of the facility or area in which activities are conducted during the time students are present;
8. Establishing performance criteria for eligibility in interscholastic participation in his or her activity;
9. Enforcing discipline and teaching sportsmanlike behavior at all times and shall be responsible for establishing and overseeing penalties for breach of such standards by individual students. The activity sponsor shall be responsible for seeing that all rules or penalties are applied consistently between all participants;
10. Assisting in the preparation of an annual budget for the activity program and shall be responsible for all expenditures from this budget as it pertains to his or her program;
11. Submitting a year-end summary to the activities directory, documenting participant numbers, accomplishments, and any other pertinent information requested.
12. Maintaining confidentiality of sensitive information related to staff, students, and parents;
13. Maintaining a cordial and cooperative relationship with all personnel, students, patrons, and vendors.
14. Performing other duties as assigned.