

# **GUILFORD COUNTY SCHOOLS**

## **JOB DESCRIPTION**

### **HEAD ATHLETIC COACH (to include Cheerleading)**

Under general supervision, assist the board in the fair and just discharge of its obligation to students and staff through performance of the Head Coach role over and beyond the duties of a classroom teacher. Reports to the school principal and athletic director.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

Thorough knowledge of all the Athletic Policies approved by the Guilford County Schools Board of Education and is responsible for its implementation by the entire staff of the sports program.

Knowledge of existing school system, state, and conference regulations; implements them consistently and interprets them for staff.

Understand the proper administrative line of command and refer all requests of grievances through proper channels. Awareness of all public/staff/departmental meetings that require attendance.

Establish the fundamental philosophy, skills, and techniques to be taught by staff. Design conferences, clinics and staff meetings to insure staff awareness of overall program.

Train and inform staff, encourage professional growth by encouraging clinic attendance according to local clinic policy.

Delegate specific duty, supervise implementation, and at season's end, analyze staff effectiveness and evaluate all assistants.

Maintain discipline, adjust grievances, and work to increase morale and cooperation.

Assist the Athletic Director in scheduling, providing transportation, and requirements for tournament and special sport events.

Assist in the necessary preparation to hold scheduled sport events or practices and adhere to scheduled facility times. Coordinate program with maintenance and school employees.

Provide documentation to fulfill state and system requirements concerning physical examinations, parental consent, and eligibility.

Provide proper safeguards for maintenance and protection of assigned equipment sites.

Advise the Athletic Director and recommend policy, method or procedural changes.

## **HEAD ATHLETIC COACH**

Provide training rules and any other unique regulations of the sport to each athlete who is considered a participant.

Give constant attention to a student athlete's grades and conduct.

Presence at all practices and games. Provide assistance, guidance, and safeguards for each participant.

Initiate programs and policies concerning injuries, medical attention, and emergencies.

Complete and submit proper paperwork on all disabling athletic injuries to athletic office within 24 hours.

Direct student managers, assistants, and statisticians.

Determine discipline, delineate procedures concerning due process when the enforcement of discipline is necessary and contact parents when a student is dropped or becomes ineligible.

Assist athletes in their college or advanced educational selection.

Participate in the budgeting function with the Athletic Director by establishing requirements for the next season. Recommend guidelines as to type, style, color, or technical specifications of equipment. Responsible for operating within budget appropriations.

Accountable for all equipment and/or collection of fees for any lost or unreturned equipment. Arrange for issuing, storing, and reconditioning of equipment and submit annual inventory and current records.

Properly mark and identify all equipment before issuing or storing.

Monitor equipment rooms and coaches' offices, authorize who may enter, issue or requisition equipment.

Permit the athletes to only be in authorized areas of the building at the appropriate times.

Examine locker rooms before and after practices and games, checking on general cleanliness of the facility. Be responsible for cleanliness and maintenance of specific sport equipment.

Secure all doors, lights, windows, and locks before leaving building if custodians are not on duty.

Instill in each player a respect for equipment and school property, its care and proper use.

Organize parents, coaches, players, and guests for pre-season meetings.

## **HEAD ATHLETIC COACH**

Promote the sport within the school through recruiting athletes who are not in another sports program. Promote the sport outside the school through news media, community recreation programs, or in any other feasible manner.

Responsible for the quality, effectiveness and validity of any oral or written release to local media.

Responsible for maintaining good public relations with news media, Booster Club, parents, officials, volunteers, and fans.

Present information to news media concerning schedules, tournaments, and results. Perform other duties as assigned by the school Principal in keeping with Guilford County Board of Education Policy and North Carolina Administrative Code and Statutes.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Must possess administrative and organizational skills in addition to a thorough knowledge of Guilford County Schools athletic policy and procedure as well as the North Carolina Administrative Code and Statutes. Ability to communicate effectively with students, staff, parents, and the community.

### **MINIMUM TRAINING AND EXPERIENCE**

As applicable, must meet requirements established by the North Carolina High School Athletic Association, North Carolina Department of Public Instruction, the Guilford County Board of Education, and school administration. Teacher license and employment as a teacher by the Guilford County Board of Education is strongly preferred. Previous successful coaching experience in assigned sport.

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.