



PURPOSE:

- The Head Athletic Coach will supervise the assigned athletic program and coach the varsity team of his/her school. The Head Coach will direct programs, 6-12, which will instruct athletes in the fundamental skills, strategy, safety procedures and physical training necessary for them to realize individual and team success. The Head Coach will identify appropriate levels to introduce, teach and reinforce the skills, knowledge and application of the sport. Athletes shall receive instruction promoting sportsmanship, self-discipline and self-confidence.

REPORTS TO:

- Principal

QUALIFICATIONS:

- Previous coaching experience of the assigned sport is preferred.
- Previous experience as a participant of the sport assigned is preferred.
- Teaching experience is preferred.
- Valid Oregon teacher certification is preferred
- College training in coaching is desirable
- Valid First Aid and CPR cards
- Blood borne pathogen training
- Blood spill training
- NFHS Training
- Steroid in-service
- Maintain a valid Oregon Driver's License and personal transportation
- Mini bus certified

ESSENTIAL DUTIES & RESPONSIBILITIES

Knowledge of the following:

- Rule and regulations of the sport to which assigned.
- Fundamentals, techniques and strategies of the sport to which assigned.
- Safety factors involved in the sport assigned.
- Physical ability and limitations of the level he/she is teaching.
- Jackson County School District 9 Athletic Policies.

Skills

- Ability to work cooperatively with staff, students and the public.
- Maintain satisfactory attendance and punctuality.
- Must be able to demonstrate basic skills of sport to which assigned.
- Must have the ability to organize, teach, supervise and evaluate.

Attitudes

- Must be positive.
- Must be enthusiastic.
- Must possess a willingness to cooperate and to adjust to various situations.
- Must exhibit exceptional integrity and character at all times, and serve as a positive role model in the school and community.
- Must observe appropriate relationships and boundaries with students at all times.

GENERAL RESPONSIBILITIES:

- Has knowledge of and adheres to all Athletic Policies endorsed by the Eagle Point Board of Education and is responsible for its implementation by the entire staff of the program assigned.
- Has knowledge of and adheres to all Oregon School Activities Association rules and regulations as well as Southern Sky Conference and Southern Oregon Middle School Association guidelines.
- Implements consistently and interprets rules and regulations for staff.
- Submits a complete supply and equipment inventory for their sport through their athletic director/principal within one month after the completion of the season.



- Adhere to the Jackson County School District employee work rules.
- Participate in and complete the District's extra comp evaluation.
- Perform and support administrative duties as required by state, conference, district and building athletic regulations.
- Understands the proper administrative line of command and refers all requests or grievances through proper channels.
- Be present at all games and practice sessions unless cleared through the principal.
- Arrive in advance of the athletes and stay until all athletes have left the school site.
- Work cooperatively with the building administration to develop athletic regulations.
- Attend in-services and staff meetings unless excused by the principal or director of secondary education.
- Be current on the legal implications and responsibilities of their sport.
- Be responsible for the training and conditioning of their team members.
- Instruct athletes on training rules and enforce the District Athletic Code of Conduct.
- Issue and maintain records of uniforms, equipment and athletic supplies.
- Works to increase morale and cooperation within the school's entire athletic program
- Adhere to the District Professional Athletic Code of Ethics.
- Secure all athletic facilities after use. (Coaches will not provide an open facility unattended by personnel contracted by the District.)
- Complete and submit for approval, a facility use agreement to the principal any time a district facility is used for a non-school scheduled activity or event.
- Prepare the athletic facility for practice and contests in cooperation with the building athletic director.
- Post procedures to be followed in the event a medical emergency occurs in their activity area.
- Attend league meetings dealing with their sport.
- Inform the building athletic director of practice and contest schedules.

STAFF RESPONSIBILITIES:

- Continues professional growth by attending clinics according to district policy and funds available.
- Delegates specific duties and supervises implementation. At season's end, analyzes staff effectiveness and works cooperatively with the building principal in an evaluation of all assistants
- Performs such other duties as may be assigned by the Principal/Athletic Director.

ADMINISTRATIVE RESPONSIBILITIES:

- Assists the Athletic Director in scheduling.
- Checks the athletic schedule for conflicts and makes necessary confirmations.
- Assists in the necessary preparation for scheduled athletic events or practices.
- Adheres to scheduled facility times.
- Coordinates program with maintenance and school employees.
- Provides proper safeguards for maintenance and protection of assigned equipment and facilities.
- Advises the Athletic Director and recommends policy, method, or procedural changes.
- Prepares the annual season summary at the conclusion of the sport season.

STUDENT RESPONSIBILITIES:

- Provides training rules and any other unique regulations of the sport.
- Gives constant attention to the athlete's grades and conduct.
- Supervises the athletes before, during and after practices, contests, or while traveling.
- Emphasize the importance of academic achievement of student-athletes.
- Initiates programs and policies concerning injuries, medical attention and emergencies.
- Ensures completion of paperwork on all athletic injuries and submits to the proper office within 24 hours of the injury.
- Directs student managers, assistants and statisticians.



- Determines discipline, in accordance with State, district and school guidelines, policies and procedures. Teaches athletes rules and procedures concerning due process when the enforcement of discipline is necessary. Contacts parents when a student is dropped or becomes ineligible for team rule infractions.
- Assists athletes in their college or advanced educational selection

FINANCE AND EQUIPMENT RESPONSIBILITIES:

- Participates in the budgeting. Identifies equipment and supply specifications i.e., type, style, color, or technical information and provides cost estimates from vendors.
- Knows the program's budget and operates within pre-planned appropriations.
- Is accountable for all supplies and equipment. Reports the replacement cost to the Athletic Office of any equipment/supplies lost or not returned.
- Arranges for issuing, storing, reconditioning of equipment and submits an annual inventory.
- Responsible to ensure accuracy of fine and hold notices on lost or stolen equipment.
- Is knowledgeable of district purchasing procedures and timelines.
- Follows purchasing procedures when ordering supplies and equipment.
- Supervises identification of equipment before issuing and storing.
- Supervises equipment rooms and coaches' offices.
- Supervises the issue or requisition of equipment.
- Examines locker rooms before and after practices and games, checking general cleanliness damage.
- Responsible for cleanliness and maintenance of specific sport equipment.
- Secures all doors, lights, windows and locks before leaving if custodians are not on duty.
- Requires athletes to respect equipment and school property, its care and proper use.

PUBLIC RELATIONS RESPONSIBILITIES:

- Organizes parents and players for pre-season meetings.
- Maintains positive public relations with the news media, booster club, officials, volunteers, faculty, parents and fans.
- Promotes the sport within the school by encouraging maximum participation of athletes.
- Promotes the sport outside the school through the news media, booster clubs and youth groups.
- Presents information to news media concerning contest results.

Rate of Pay:

According to 2022-2023 Salary Schedule