

PARKROSE SCHOOL DISTRICT #3
10636 N.E. Prescott Street
Portland, OR 97220-2699

TITLE Head Coach, Parkrose High School/Parkrose Middle School

Job Summary: The position of “Head Coach, Parkrose High School/Parkrose Middle School” requires a skilled individual who utilizes leadership, supervisory, administrative, and motivational skills in the overall direction, coordination, teaching and coaching of the assigned sport for the development of each student/athlete to reach his/her greatest potential.

Essential Job Functions/Responsibilities

Professional Responsibilities and Preparation

- Explain thoroughly to participants the academic eligibility and attendance requirements of the school, providing such requirements in writing for participants.
- Support and enforce the OSAA and Parkrose School District Coach’s Code of Ethics.
- Uphold and enforce school, district, league and OSAA rules, regulations, and policies associated with and specific to the sport.
- Attend and participate in all meetings, events and activities associated with the sport, both in and out of season.
- Attend and participate in district scheduled coaches’ meetings.
- Demonstrate a positive attitude toward coaching and remain a flexible and innovative team builder.
- Maintain proper coaching certification (if applicable) and other state and local requirements.

Athlete Management and Coaching Environment

- Assist in the hiring, supervision, and evaluation of all assistant coaches and volunteers.
- Verify that all assistant coaches and volunteers meet all District and OSAA requirements.
- Assist the Athletic Director in the development of team schedules for the season.
- Be responsible for the assigning of specific duties to all assistant coaches under his/her jurisdiction and holding each assistant coach accountable for his/her performance.
- Verify that each participant has met current physical examination requirements and possesses medical insurance coverage before permitting him/her to practice/participate in the sport.
- Take necessary and reasonable precautions to protect student-athletes, equipment, materials, and facilities.
- In-service staff as to correct medical procedures for injured athletes (if medical personnel are not present).
- Work cooperatively with other staff members in maintaining eligibility rosters.
- Maintain equipment and supplies inventory and hold staff and students accountable for proper use of equipment and supplies.

- In conjunction with the Athletic Director, order additional or replacement equipment, as appropriate and needed, with approval.
- Maintain appropriate and accurate records, relative to staff, students, equipment and supplies, and program budget.
- Manage athletes' behavior during the sport season and at all related out of season activities.
- Explain in detail to all athletes the consequences of the illegal use of steroids and other performance enhancing controlled substances.
- Assure that no individual or group practice occurs unless a coach is in attendance.

Planning and Preparation

- Attend coaches' workshops/clinics to remain current and knowledgeable in the sport.
- Encourage assistant coaches to remain current and knowledgeable in the sport by attending workshops/clinics.
- Motivate participation of assistant coaches in the program.
- In-service staff as to correct medical procedures for injured athletes (if medical personnel are not present).
- Maintain a commitment to ongoing professional growth of self and others.

Methods/Techniques/Practices

- Demonstrate competency in knowledge, techniques, and fundamentals of the sport, including the use of appropriate drills, injury prevention and care, and teaching/coaching principles related to the sport.
- Plan, coordinate, and conduct effective practices.
- Teach skills for successful competitive performance.

Performance Assessment

- Establish and maintain standards of student/athlete behavior that comply with district, league and OSAA state rules and regulations.
- Be responsible for making the final decision in the selection of team members.
- Assist the Athletic Director in the performance evaluation of assistant coaches in the sport.
- Work with assistant coaches in the identification of skills development to enhance the program.

School/Community Relations

- Provide a positive learning environment for all participants, parents and the community.
- Be a positive role model of Parkrose High/Middle School students, athletes, assistant coaches, and community members.
- Organize, attend/assist off season activities/camps.
- Communicate effectively with parents /guardians of student-athletes and other staff members.
- Recruit athletes for program participation in an active and ethical manner.
- Attend Booster club meetings.

- Know, model and enforce appropriate policies, rules, and regulations regarding sportsmanship.
- When appropriate, work with the administration and local support groups in the promotion of fund-raising programs and grant applications for the program.
- Establish, coordinate and maintain positive communication with the media, the community and parent groups.

Essential Job Requirements

Skills, Knowledge and/or Abilities required: Skills to work with coaches (both within and outside of the specific sport), teachers, students, parents and the public. Knowledge of school, district, league and OSAA policies/procedures regarding co-curricular activities. Abilities to follow and give oral and written instructions; work independently in planning, coordinating with minimal supervision; to supervise subordinate coaches; to perform a variety of tasks, flexible to adjust to a variety of situations and challenges, adjust to flexible assignment (some night work), and communicate successfully with students, staff, parents, and the media.

Experience: Prior successful job related experience in the sport/activity with high school or middle school aged students in a coaching environment in the sports/activity.

Minimum Education required: High school Diploma or equivalent. College degree desirable or equivalent experience in coaching, determined by the district.

Licenses, Certificates, Bonding, and/or Testing Required: Valid Driver’s license and evidence of insurability, Criminal Justice Fingerprinting Clearance, Registered compliance with HB 2062 (Sexual Misconduct Law), Current first Aid/CPR Card, AED training, BBP training, Sexual Harassment Training, Steroid and performance enhancement drug training. High School Head Coaches only: Statewide ASEP (American Sport Education Program) or NFHS (National Federation of HS State Assoc.) Coaches Certification Mandatory.

SALARY: To be negotiated between the Parkrose School Board and the PFA as part of the Extra Duty Compensation Article.

REPORTS TO: District Athletic Director.

TERMS OF EMPLOYMENT: Individuals shall be notified by the District in writing by July 1 as to their status in this position for the following year.

EVALUATION: Evaluated annually by the District Athletic Director.

My signature verifies that I have read this job description and agree to abide by its contents.

Signature

Date