

**Section:** G—Personnel

**Policy Code:** GFBCZ—Job Description: Head Coach of Athletics

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Job Description:—Head Coach of Athletics

**QUALIFICATIONS:**

—Master Degree: AA Certification

- 1.—Three years varsity head coach experience
- 2.—Such alternative to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO:**—Assistant Superintendent

**JOB GOAL:**—To implement and administer all athletic activities at the Attendance Center

**AREAS OF RESPONSIBILITY:**

—Public Relations

- 1.—Budgeting and Purchasing
- 2.—Athletic Facilities
- 3.—Athletic Equipment
- 4.—Oversee and coordinate all athletic programs
- 5.—Athletic strength and conditioning programs

**JOB DUTIES:**

- 1.—Serves as an ambassador to the community; Shall establish and maintain a close working relationship with the community that encourages student engagement, fan support and school spirit.—
- 2.—Ensures establishment and use of certified strength and conditioning training programs for all athletics, including position specific athletes.
- 3.—Coordinates and develops a master schedule for all sports (including Band) to optimize facility usage at the Attendance Center.
- 4.—Oversee the preparation of game fields for all games and assign duties to complete such preparation.
- 5.—Secure officials for all athletic contests and confirm one day prior to game.
- 6.—Supervise scheduling of all athletic contests; ensures all schedules are made public and clearly posted in a timely manner on appropriate Attendance Center web sites and other media.
- 7.—Assist principals in supervising athletic contests.
- 8.—Submit to Assistant Superintendent requisitions for purchase of equipment and supplies.
- 9.—Arrange transportation to athletic events.
- 10.—Arrange physicals for athletes.

- ~~11. Arrange for all students participating in athletics to have insurance through the school or have a parent release form.~~
- ~~12. Send eligibility forms on all athletes to Mississippi High School Activities; Coaches of the different sports will assist the Head Coach of Athletics in completing eligibility forms as requested.~~
- ~~13. Collect data, categorically tracks and reports annually on injuries of student athletes by sport; report to be delivered to JCSD Board of Education~~
- ~~14. Annually provides a detailed report on all revenue and expenditures of the Attendance Center's athletic program by sport; report to be delivered to JCSD Board of Education.~~
- ~~15. Coordinates and develops a summer training master schedule for all applicable sports (including Band) to minimize overlap or scheduling conflicts for multi-sport athletes.~~
- ~~16. To perform such other duties as may be assigned by the principal.~~
- ~~17. Evaluate all athletic programs on an annual basis; makes recommendations and/or implements changes for improvement.~~
- ~~18. Any other duties deemed appropriate by the Superintendent.~~
- ~~19. Submits annual athletics Security Plan, Venue Checklist for Hosting Events (or equivalent document) and Emergency Action Plan to the Board for approval prior to submission of Security Plan to Mississippi High School Activities Association.~~

#### ~~TERMS OF EMPLOYMENT:~~

~~Salary and work year to be established by Board policy GGBA. Head Coach of Athletics will work 217 days per school year.~~

#### ~~EVALUATIONS:~~

~~Performance in this position will be evaluated annually by the Assistant Superintendent.~~