

## Bandon School Dist. 54 Public Schools

**TITLE: COACH – HIGH SCHOOL/MIDDLE SCHOOL**

**QUALIFICATIONS:**

- Previous coaching experience required
- Coach certification required according to OSAA rules
- Valid first aid card
- Meet OSAA guidelines for emergency first aid procedures
- Experience in and/or knowledge of the sport/activity, coaching techniques, and student supervision
- Ability to work successful with student athletes, parents, school staff, and public
- Ability to perform coaching responsibilities in accordance with school district procedures and policies
- Physical and mental skills abilities needed to perform the essential functions of the position duties assigned by the athletic director and/or principal.
- Must complete required trainings per State Law, Oregon Administrative Rules, and Board policy prior to first day of coaching duties.

**REPORTS TO:** Principal and/or Athletic Director

**JOB GOAL:**

Work with the athletic director and assistant coaches to maintain a competitive program by encouraging the personal growth of student athletes' skills and abilities. Support the athletic / extra-curricular programs of the district by coaching, scouting, directing, and assuming appropriate duties as assigned by the athletic director or principal.

**Essential Functions**

- Communicates with, seeks advice, and follows direction of the athletic director and/or principal.
- Cooperates with other district coaching and teaching staff.
- Demonstrates sound organization and conducts regular, daily practice sessions on days when no event is scheduled.
- Provides training that will condition participants to competition and assist in preventing injury.
- Issues, keeps inventory, and oversees appropriate use and care of equipment used by the program.
- Understands the budget process and stays within budget when making recommendations to athletic director and/or principal for the ordering of equipment and supplies.
- Participates in professional development as appropriate and attends district athletic department meetings as directed by supervisor(s).

- Demonstrates understanding of game/activity preparation and implements acceptable game/activity strategies.
- Works with assistant coaches to build and maintain a competitive program of the sport / activity.
- Knows and enforces district rules as outlined in Board policy, the Extra Curricular Activities Code of Conduct, and performs duties accordingly.
- Knows and enforces rules of the league and OSAA.
- Follows safe practices during activities and scheduled events to prevent and provide care for injuries.
- Has personal knowledge of emergency first aid procedures.
- Notifies the Superintendent and, head coach, athletic director, and/or principal of serious student injuries as soon as possible.
- Completes and submits to the Superintendent a student accident report as soon as possible following injuries.
- Provides firm, fair, and consistent discipline.
- Reports serious infractions of rules or other participant eligibility related problems to Superintendent and, head coach, athletic director, and/or principal as soon as reasonably possible.
- Communicates regularly and effectively with participants on an individual basis and as a team, with parents, assistant coaches, and other district staff.
- Keeps participants informed of their obligations for practices, events, etc.
- Promotes good sportsmanship and appropriate competitive attitude of the team.
- Commends good execution of the sport/activity and works with participants as individuals and as a team to strengthen weaknesses in a positive manner.
- Uses professional conduct during events and practices.
- Exemplifies high standards of personal conduct and habits.
- Demonstrates personal enthusiasm for the sport/activity and commitment to the total athletic/activities program of the district.
- Emphasizes the importance of academic achievement of students.

**Pay Rate:**

In accordance with Extra Duty Salary Schedule

**Time expectation:**

As set forth by OSAA at the beginning of each school year

I have read this position description and agree with its contents:

\_\_\_\_\_  
Head Coach's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal and/or Athletic Director's Signature

\_\_\_\_\_  
Date