Job Description

Job Title: Head Coach **Supervisor:** Athletic Director & Principal

Job Summary:

Position is responsible for coaching (teaching) student athletes in game strategies and techniques to prepare them for athletic competition. Position motivates student athletes to develop an appreciation of the sport.

Essential Duties

1. Holds organizational meetings for team prospects and encourages potential athletes to participate in the sport.
2. Conduct team tryouts in a fair and just manner, allowing every eligible person the opportunity to become a team member.
3. Select a team and submit a final roster to the athletic director. This roster should include any team managers and statisticians for the purpose of eligibility checks.
4. Assesses player's skills and assigns team positions.
5. In coordination with the Athletic Director, develops a regular practice schedule and organizes practice time to provide both individual and team development.
6. Works with the athletics director in scheduling facilities for practices and competition.
7. Assigns duties to an assistant coach as necessary.
8. Coaches instruct players, individually or in groups, regarding the rules, regulations, equipment, and techniques of the sport.
9. Observes players, during competition and practice to determine the needs for individual or team improvement.
10. Determines game strategy based on the team's capabilities.
11. Establishes and maintains standards of pupil behavior and provides proper supervision of athletes at all times.
12. Annually reads the school's Athletic Handbook and establishes policies that align with the vision of MCCS athletics.
13. Monitors the academic performance of team members to ensure that eligibility requirements are met; and encourages student athletes to maintain a high academic standard.
14. Follows established procedures in the event of an athlete's injury.
15. Conferences with parents/guardians, as necessary, regarding the athletic performance of their student.
16. Follows state, regional, and district regulations governing the athletic program.
17. Models sports-like behavior and maintains appropriate conduct towards players, officials, and spectators.
18. Acts as a team representative and promotes the sport by communicating with the news media, booster clubs, service clubs, and other organizations.
19. Follows established procedures for the proper distribution, care, maintenance, collection, and requisitioning of equipment, supplies, and uniforms.
20. Works with the athletic director to develop a policy for awards and submits a list of award winners at the end of the season.
21. Participates in special activities to include parent's night, banquets, award nights, and pep assemblies.
22. Maintains eligibility forms, emergency data cards, insurance records, equipment inventory, and other related records. Maintains possession of these records to all athletic events on or off school grounds. Returns these records to the Athletic Director at the end of each season.
23. Models non discriminatory practices in all activities.

Other Duties:

1. Attends staff development meetings, clinics, and other professional activities to improve coaching performance.
2. Performs any other related duties as assigned by the Principal & Athletic Director.

Minimum Qualifications:

(Knowledge, Skills and/or Abilities Required) Experience as a head coach or assistant coach at the youth, high school or college level preferred. Must possess effective coaching techniques and skills. Must possess a thorough knowledge of the rules, regulations, strategies, and techniques of the sport. Must possess the ability to establish and maintain effective working relationships with school administrators, parents, and students.

Spiritual Qualifications:

1. Be a born again Christian who possesses a strong Christian testimony and evidence of spiritual maturity.
2. Be in agreement with the school's published doctrinal position.
3. Possess the qualities of Christian leadership and servanthood. Although this individual will not be functioning in a pastoral capacity, we desire coaches aspire to the highest levels of character (1 Timothy 3:2-12; Titus 1:6-9; Matthew 20:26-27 and Mark 9:35).
4. Possess a strong Christian Philosophy of Athletics

Professional Qualifications:

1. Annually complete the NFHS Concussionwise and Cardiacwise coaches education course.
2. Complete (All coaches) and submit certificates of completion to MCCS (All Coaches) and the PIAA (HS coaches only) the NFHS Fundamentals of Coaching and NFHS Sport First Aid Courses within two years of hire.

Working Conditions & Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Must have the ability to stand for extended periods of time (up to 2 hours); exhibit manual dexterity to dial a telephone, see and read a computer screen and printed material with or without vision aids; hear and understand speech at above normal levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school environment or outdoors. Duties may be performed away from school. The noise level in the work environment is usually moderate to loud.

Supervision Exercised: Assistant Coaches

Supervision Received: Principal & Athletic Director who reports regularly to the Superintendent and MCCS Trustees.

This job description in no way states or implies that these are the only duties to be performed by this employee. The coach will be required to follow any other instructions and to perform any other related duties as assigned by the Principal & Athletic Director or appropriate administrator.

Mount Calvary Christian School reserves the right to update, revise or change this job description and related duties at any time.

If you are interested in a listed position or a future coaching position, please fill out the Athletic Coach Application on the Employment page. If you have any questions please contact Nick Mini at nmini@mcchristianschool.com.