



## Head Coach Job Description

Hired by: Athletic Director  
Evaluated: Annually  
Schedule: Seasonal

Reports to: Athletic Director  
FLSA: Exempt  
Supervises: Athletes

The head coach at Worthington Christian Schools is responsible for setting the vision of a competitive athletic program, maintaining academic standards, and inspiring student-athletes to live out their Christian faith in competition and in life in ways that are consistent with the mission of the school.

### **Spiritual Maturity**

- Publicly profess a faith in Jesus Christ as Lord and Savior.
- Actively engage in the life and ministry of an evangelical church.
- Pursue a life of spiritual development through regular study of scripture and prayer.
- Demonstrate the fruit of the Spirit as a byproduct of a growing faith.
- Believe and support Grace Polaris Church's "Our Beliefs and Identity" document
- Strive to actively disciple student-athletes in his program.
- Agree to abide by the school's Lifestyle Statement.

### **Professional Responsibilities (essential)**

- Demonstrated knowledge of the fundamental skills and techniques, as well as the advanced techniques need for high level athletes.
- High School varsity level or collegiate playing, and /or coaching experience required in the specific sport for which applying.
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Knowledge of child development and an understanding of age-appropriate tasks
- Create a Christ-centered environment characterized by love, respect, and rightful authority
- Model a life that is a positive example for athletes, the student body, and community
- Integrate biblical truth and worldview into practice plans and other team functions
- Exercise appropriate discipline with a redemptive goal
- Follow the athletic policy (handbook) so there will be consistency in dealing with athletes in a fair manner
- Communicate/discuss any potential discipline or suspension of an athlete with the athletic director prior to any decision being made
- Maintain appropriate confidentiality when handling student and school family information
- Plan and conduct a preseason parent meeting and a postseason banquet
- Construct and execute daily and weekly practice schedules
- Communicate daily and weekly with athletes and parents through email, phone calls, and meetings details and changes as they relate to schedules, transportation, and policies
- Ensure the safety of students
- Notify parents of athlete(s), the school trainer, and the athletic director when injuries occur
- Assume responsibility for all equipment and inventory in conjunction with the athletic director

- Assume responsibility for handing out, collecting, cleaning, and storing equipment
- Set up itineraries and bus schedule for away games or arrange for other transportation
- Carry emergency medical information for each athlete at all activities including practices, games, and team functions
- Be present at all practices and contests or have a designated coach in charge until all players have left the field or building
- Cooperate with other sports coaches to develop a total athletic program
- Work cooperatively with the teaching staff, administration, and parents
- Implement a youth program each year (camps, leagues, clinics)
- Oversee the middle school teams and coaches within your program
- Work cooperatively with the athletic director

### **Other Duties and Responsibilities**

- Submit required lists and reports (roster for eligibility and for programs) to the athletic director in a timely manner with all the required information
- Assist in the collection of required student athlete forms (physicals, EMF, and code of conduct)
- Set up scouting procedures and schedules
- Discuss procedures and responsibilities with assistant coaches
- Keep abreast of new techniques and innovations by attending clinics and reading material
- Promote the program to the students, parents, and community
- Assist in the recruitment, interviewing, hiring, and training of assistant coaches
- Assist the athletic director in scheduling contests
- Other duties as assigned by the athletic director

### **Professional Requirements**

- High School graduate or equivalent
- Coaching experience preferred
- Effective communication skills
- Exceptional organizational and time management skills
- Ability to work in a team environment
- Obtain/maintain all necessary state coaching requirements (NFHS class, CPR, Sports First Aid, PAP Permit, and background checks)
- Complete all required training in the areas of reporting suspected child abuse, coercion, bullying, etc., as required by WCS and governmental entities
- Effective active-listening skills

## Typical Physical Activities

<b>WORKING ENVIRONMENT</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>	<b>DAILY</b>
Outdoor Duty			
Cold (50 deg. F or lower)		X	
Heat (90 deg. F or higher)		X	
Gases/Fumes/Dust	X		
Chemicals/Solvents	X		
Noise		X	
High stress		X	
Interruptions		X	
Standing/Sitting/Walking/Running			X
Kneeling/Bending	X	X	
Reaching over shoulder		X	
Pushing/Pulling		X	
Lifting/Lowering/Carrying			
Up to 20 lbs.			X
Up to 50 lbs.	X		
More than 50 lbs.	X		
<b>OPERATE MACHINERY</b>			
Telephone/Fax/Copier			X
Computer/Printer			X
<b>OTHER REQUIREMENTS</b>			
Summon emergency help	X		
Apply CPR/First aid	X		
Communicate data			X
Strong Communication (Oral/Written)			X
Driving	X		

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

\_\_\_\_\_

Signature