**Position:** **Head Coach**

**Office**: Athletic Department

**Reports to:**  Principal through the Athletic Director

**FLSA Status**: Exempt

**Date prepared**:

**Signatures:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Employee)*

*(Supervisor)*

**PURPOSE**

The **Head Coach** at **Monsignor Edward Pace High** **School** works with student athletes in an assigned athletic program, instructing and coaching them in the fundamentals of the sport, and providing training to improve techniques and teamwork skills. The Head Coach is responsible for evaluating strengths and weaknesses of individuals and the team as a whole, and recruiting new members to strengthen the team’s ability to compete. The Head Coach keeps the athletic director informed about emerging issues. The **Head Coach** performs all duties and responsibilities in alignment with the mission, vision and values of the Catholic Archdiocese of Miami and **Monsignor Edward Pace High School.**

**ESSENTIAL FUNCTIONS** include the following. Other duties may be assigned.

* To manage and supervise the assigned athletic program, grades 9-12. This involves providing /directing training, motivating the student athletes, and offering advice on factors that would help them to prepare to compete in games and events.
* Plan, organize and conduct practice sessions.
* Plan and direct physical conditioning programs that will help student athletes maximize their performance in the sport.
* Instruct athletes on techniques of moving body and extremities to achieve the best performance results.
* Supervise students at all times from the time practice or activity starts until students leave for home. At no time should students be without direct supervision of a coach.
* Assign duties and responsibilities to assistant coaches with approval of the Athletic Director.
* Coordinate the distribution, collection, maintenance and storage of athletic equipment, uniforms, and supplies (during the season and at its conclusion), and for the collection of fees for lost equipment and uniforms by athletes.
* Assist the athletic director in purchasing equipment, supplies, and uniforms for the particular sport.
* Assist the athletic director in developing the annual budget.
* Assist the athletic director in scheduling independent games and officials, and coordinate the travel of away games.
* Coordinate the security of all facilities used by the team and coaching staff.
* Submit the following forms to the athletic director, ensuring proper completion of each form:
	+ Team roster forms
	+ Awards, season records, inventory forms, and lost equipment forms immediately at the conclusion of the season.
	+ All forms relating to the examinations and emergency medical authorization before a student participates.
	+ Parental emergency release forms when the team is traveling.
	+ All other forms required by the athletic director.
* Attend a sports medicine in-service.
* Attend Athletic District meetings.
* Demonstrate leadership as a role model for young student athletes as an athletic coach and as a classroom teacher if applicable.
* Foster an environment that promotes positive attitudes and good sportsmanship.
* Set up all scouting trips and meetings with coaches.
* To establish an environment in which athletes can gain self-esteem and develop a positive self-image.
* Be responsible for awards presentations made during annual awards programs incorporating total coaching staff.
* Demonstrate an interest in the classroom efforts and off-season activities of the athletes.
* Work with athletes in a fair, understanding, tolerant, sympathetic, and patient manner.
* Encourage students to participate in athletics.
* Promote school and community interest in the sport by: appearing at school pep rallies holding preseason parent meetings attending Booster Club meetings maintaining a pleasant, workable relationship with news media.
* Show respect for officials, press, opposing coaches, visiting teams, parents, fans, students, athletes, fellow coaches, and teachers.
* Analyze strengths and weaknesses of competing teams and incorporate into strategies.
* Notify all members of the team of all policies, procedures, and training rules as they pertain to the team. Provide a copy of these policies to the athletic director.
* Be responsible for the conduct of student athletes and other involved students at all times—practices, games, bus rides, other schools, etc.
* Promote unity within the coaching staff and within the framework of the athletic department.
* Ensure representation from all groups within the student body by providing opportunity for students in all stages of development.
* To develop winning teams within the bounds of good sportsmanship.
* Develop teamwork, morale, sportsmanship, courtesy, fair play, academic excellence, and strict adherence to rules of training and conduct.
* Promote the attitude among athletes and coaches that winning is important but it is secondary to good sportsmanship and the overall welfare of the athlete.
* Perform any other duties or responsibilities related to the coaching position as needed or directed by the high school principal and/or athletic director.

**SUPERVISORY RESPONSIBILITIES**: Assistant Coaches and Atheletes

**QUALIFICATIONS:**

To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience.**

* Minimum: High School diploma or GED and experience coaching the sport of assigned athletic program for at least one season.
* Possess and maintain a moral character that is in congruence with the expectations of the **Archdiocese of Miami** and the **Mission of Monsignor Pace High School.**
* Possess a first-rate knowledge of the sport assigned including but not limited to, knowledge of training and conditioning techniques and the ability to diagnose player deficiencies and prescribe corrective activities to close skill gap.
* Possess a superior ability to communicate with parents and students.
* Experienced in applying first aid, including the ability to address situations dealing with blood, bodily fluids, and tissues.
* Demonstrated professionalism and ability to foster positive work environment.
* Ability to manage time effectively.
* Skilled at managing individual, group, and organizational interactions.
* Ability to lead with consistency and maintain professionalism in challenging situations
* Skilled at resolving conflict and coaching others to work out conflicts.

**Language Skills.**

1. Good oral and written English-language communication skills, including clear speaking voice.

**COMPETENCIES**

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| The following characteristics and physical skills are important for the successful performance of assigned duties. |
| * **Coaching and Developing Others** — Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.
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| * **Training and Teaching Others** — Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.
 |
| * **Making Decisions and Solving Problems** — Analyzing information and evaluating results to choose the best solution and solve problems.
 |
| * **Identifying Objects, Actions, and Events** — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
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| * **Thinking Creatively** — Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.
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| * **Establishing and Maintaining Interpersonal** **Relationships** — Developing constructive and cooperative working relationships with others, and maintaining them over time.
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| * **Coordinating the Work and Activities of Others —** Getting members of a group to work together to accomplish tasks.
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| * **Resolving Conflicts and Negotiating with Others** — Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.
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**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

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 the essential functions.

* Duties may require bending, crouching, kneeling, reaching, and standing.
* Duties may require lifting, carrying, and moving work-related supplies/equipment.
* Duties may require operating and/or riding in a vehicle.
* Duties may require traveling to meetings and work assignments.
* Duties may require wearing protective clothing and using safety equipment.
* Duties may require working extended hours.
* Duties may require working under time constraints to meet deadlines.
* Potential for exposure to adverse weather conditions and temperature extremes.
* Potential for exposure to blood-borne pathogens and communicable diseases.

**DISCLAIMER:** The above is intended to describe the general context of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.