



## ICSD Human Resource Services

### Classified Employee Job Description

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**Department:** Athletic Department

**Date Prepared:** 01/13/2021 **Updated:** 11/2024

**Job Title:** Head Coach

**Classification (FLSA Status):** Exempt

**Lane/Salary Grade:** Stipend

**Location:** School of Hire

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#### **General Function:**

Head Coach is responsible for coaching student athletes in game strategies and techniques to prepare them for athletic competition; motivates student athletes to develop an appreciation of the sport.

#### **Organizational Structure:**

**Job Title:** Head Coach

**Supervisor's Title:** School Athletic Director

#### **Jobs Reporting to this Title:**

- Assistant coaches
- Volunteers

#### **Summary and Overall Objective:**

Head Coach is responsible for coaching student athletes in game strategies and techniques to prepare them for athletic competition; motivates student athletes to develop an appreciation of the sport.

#### **Essential Functions Duties and Responsibilities:**

- Holds organizational meetings for team prospects and encourages potential athletes to participate in the sport.
- Assesses player's skills and assigns team positions.

- Develops a regular practice schedule and organizes practice time to provide both individual and team development.
- Works with the School Athletics Director in scheduling facilities for practices and competition.
- Ensures and monitors training and certification compliance, mandated by Utah High School Athletic Association (UHSAA), for all assigned assistant coaches and volunteers.
- Coaches and instructs players, individually or in groups, regarding the rules, regulations, equipment, and techniques of the sport.
- Observes players, during competition and practice to determine the needs for individual or team improvement.
- Determines game strategy based on the team's capabilities.
- Establishes and maintains standards of pupil behavior and provides proper supervision of athletes at all times.
- Monitors the academic performance of team members to ensure that eligibility requirements are met.
- Follows established procedures in the event of an athlete's injury.
- Conferences with parents/guardians, as necessary, regarding the athletic performance of their student.
- Follows state, regional, and district regulations governing the athletic program.
- Models sports-like behavior and maintains appropriate conduct towards players, officials, and spectators.
- Acts as a team representative and promotes the sport by communicating with the news media, booster clubs, service clubs, and other organizations.
- Responsible for scheduling travel requests and also turning in a "Spend Plan" annually.
- Follows established procedures for the proper care, maintenance, and requisitioning of equipment, supplies, and uniforms.
- Works with the School Athletic Director to develop a policy for awards and submits a list of award winners at the end of the season.
- Participates in special activities to include banquets, award nights, and assemblies.
- Maintains eligibility forms, emergency data cards, insurance records, equipment inventory, and other related records.
- Models non discriminatory practices in all activities.
- Must have basic computer knowledge, be familiar with Google docs and check email frequently. Must be willing to learn and use all computer systems and software as needed.

#### **Competencies (Knowledge, skills, abilities):**

- Ability to read, write, and communicate effectively in English at a level required for successful job performance.
- Must possess effective coaching techniques and skills.
- Must possess a thorough knowledge of the rules, regulations, strategies, and techniques of the sport.
- Ability to establish and maintain effective working relationships with school administrators, parents, and students.

This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent in this job. Incumbents are required to perform other related functions as assigned.

#### **Qualifications:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge*

*and experience requirements; the machines, tools and equipment used; and any licenses or certifications required.*

**Required Education and Experience:**

Experience as a coach in the sport at the high school or college level preferred.

**Preferred Education and Experience:**

**Job Related Experience:**

**Required Licenses and Certifications:**

- Must meet all specific training and certification requirements mandated by Utah High School Athletic Association (UHSAA), prior to the start of the coaching assignment.
- The six (6) components are: Background Check, First Aid Training, CPR Training, Concussion Training, “Bullying, Hazing, and Inappropriate Behavior”, and the “Fundamentals of Coaching” course.
- The six (6) components must be currently valid or must be completed through an approved or recognized program which complies with the state requirements. The NFHS Concussion Course and Bullying, Hazing, and Inappropriate Behavior must be successfully completed annually to satisfy the concussion training requirements. Head Coaches are required to attend the live UHSAA Rules clinic, or take the online UHSAA rules clinic applicable to the sport.

**Character**

- Iron County School District expects all employees to practice high standards of moral and ethical conduct which are consistent with the values taught in our schools.
- All employees are expected to be law abiding, ethical and honest; and demonstrate respect for the dignity of all students, colleagues, parents and members of the community.
- All employees are expected to adhere to all district policies while employed.

**Working Conditions:**

*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.*

**Work Environment:**

- While performing the duties of this job, the employee may frequently work in outdoor weather conditions, dependent on the sport.
- Duties are normally performed in a school or outdoors.
- The noise level in the work environment is usually moderate to loud.

**Physical Demands:**

- While performing the duties of this job, the employee is regularly standing, walking, using fingers and hands to handle, and talking or hearing.
- The employee is frequently sitting, and reaching with hands and arms.
- The employee is occasionally climbing or balancing, stooping, kneeling, crouching, or crawling.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Machines, Tools, Equipment Used:**

- Sports equipment based on activity
- Personal computer
- Classroom Technology Tools (i.e., projector, document camera, etc.)
- Copy machine

**Possible Hazards:**

- Possible contact with dissatisfied individuals

**Expected Work Hours:**

- As needed based on coaching position and activity
- Before, during, and after regular school hours

**Travel Requirements:**

- In-state and local travel required
- Some out of state travel may be necessary

**Terms of Employment:**

**Job Evaluation:** Performance of this job will be evaluated in accordance with provisions of the board's policy on Evaluation of Educational Support Professional.

This will be considered an "at will" position. For further information regarding "at will" employment, refer to Iron County School District Policy 626 Hiring Procedures.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.*

*Iron County School District is committed to a policy of equal employment opportunity and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, national origin, physical or mental disability, religion, or otherwise as may be prohibited by federal and state law.*

Approved by \_\_\_\_\_ Date: \_\_\_\_\_

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

**Reviewed and agreed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Incumbent)