



BISHOP MONTGOMERY HIGH SCHOOL

OFFICE OF ATHLETICS

BISHOP MONTGOMERY HIGH SCHOOL HEAD VARSITY FOOTBALL COACH – JOB DESCRIPTION

ABOUT BISHOP MONTGOMERY HIGH SCHOOL

Bishop Montgomery High School is a coeducational Catholic college-preparatory high school of the Archdiocese of Los Angeles. Rooted in faith and committed to the holistic formation of every student, Bishop Montgomery challenges young people to grow spiritually, academically, socially, and athletically. With an enrollment of approximately 850 students, Bishop Montgomery fosters a welcoming and inclusive community where students are encouraged to become leaders, critical thinkers, and individuals who are prepared to integrate world knowledge with Catholic beliefs and values.

JOB SUMMARY

The Head Varsity Football Coach at Bishop Montgomery High School leads a mission-aligned, competitive football program rooted in Catholic faith and values. Serving under the Principal and Athletic Director, the coach models a lived relationship with Jesus Christ, fosters the spiritual and personal formation of student-athletes, and upholds the standards of Bishop Montgomery. The coach is responsible for all aspects of program leadership, including:

- player development in skill, character, discipline, and teamwork,
- practice and game planning,
- staff management, and
- the cultivation of sportsmanship, discipline, and teamwork,

while ensuring the program supports the broader goals of the Athletic Department and Catholic education.

To be successful as a football coach, you should demonstrate great love for the game of football and be able to foster good sportsmanship in the players. Outstanding candidates are highly motivated, committed, disciplined, patient and ready to compete at the highest level.

QUALIFICATIONS

Education / Certification

- Bachelor's degree required
- Prior high school varsity head coaching or equivalent experience required
- Valid CPR/First Aid certification
- NFHS Coaching Fundamentals Certification (or ability to obtain prior to season)
- Practicing Catholic applicants are preferred

Professional Expectations

- Commitment to the mission and values of Catholic education and sportsmanship
- Strong communication skills in verbal and written formats
- High level of organization, accountability, and professionalism
- Ability to maintain confidentiality and serve as a positive role model
- Ability to work effectively with students, families, staff, alumni, and the broader community
- Ability to pass all required background and fingerprinting checks

PRIMARY PURPOSE

Under the supervision of the Athletic Director, the Head Varsity Football Coach will develop, implement, and sustain a high-quality football program rooted in excellent coaching, academic accountability, player development, safety, sportsmanship, and Catholic values. The coach will teach skills, strategy, and character that help student-athletes excel on and off the field.

SPECIAL KNOWLEDGE, SKILLS & ATTRIBUTES

Knowledge

- Strong knowledge of football systems, strategies, and contemporary coaching methods
- Knowledge of NFHS & CIF Southern Section rules and compliance requirements
- Understanding of athletic program development and multi-sport collaboration
- Ability to use required technology for communication, film review, and data tracking

Skills

- Strong planning, organizational, and leadership abilities
- Effective verbal and written communication with all stakeholders
- Ability to relate to and motivate high school student-athletes
- Ability to evaluate athletes and coaches and provide constructive feedback

- Ability to build positive relationships with families, feeder programs, and the community

Attributes

- Professional, calm, and consistent leadership style
- Ability to inspire, motivate, and hold others accountable
- Ability to work well with others
- Demonstrates integrity, personal balance, and alignment with Bishop Montgomery's mission
- Able to thrive in a fast-paced environment with flexibility and resilience

EXPERIENCE

- Prior experience playing/coaching is required.
- Minimum of two years of experience as a high school varsity coach required
- Previous head coaching experience strongly preferred

MAJOR RESPONSIBILITIES & DUTIES

Program Leadership

- Plan and execute a comprehensive football program for all levels
- Develop offensive, defensive, and special teams systems aligned across the program
- Supervise all assistant and lower-level coaches
- Recruit, onboard, and evaluate staff in coordination with the Athletic Director and Principal
- Ensure all coaches meet CIF, Archdiocesan, and school requirements (certifications, fingerprinting, ethics forms, etc.)
- Must attend all head coaches' meetings, coach spiritual development, and all trainings administered by the athletic department, and all staff meetings required by the school administration.

Coaching & Player Development

- Use a variety of instructional techniques to teach football fundamentals, safety, and strategy
- Develop practice plans, film sessions, strength and conditioning plans, and player evaluations
- Promote discipline, sportsmanship, teamwork, respect, spiritual and personal growth

- Support student-athletes in academic accountability and NCAA requirements

Operations & Compliance

- Extensive knowledge and a passion of the sport of Football, including rules and regulations of the game as interpreted by NFHS and CIF
- Ensure full compliance with CIF-SS bylaws, eligibility requirements, transfer rules, and reporting procedures
- Submit required CIF documentation, rosters, eligibility forms, and injury reports
- Coordinate with the Athletic Director regarding scheduling, transportation, facilities, and officials
- Maintain inventory of uniforms, equipment, and program assets
- Ensure proper care, security, and cleanliness of all facilities and equipment

Safety & Supervision

- Maintain high standards of player safety, including proper tackling and heat protocols
- Current certifications in CPR, Cardiac Emergencies, Heat Illness Prevention, Concussion training, and NFHS (all of which must be completed prior to coaching)
- Ensure proper supervision of athletes at all practices, games, film sessions, conditioning, and all off-campus events
- Report all injuries to the Athletic Trainer and follow required protocols

Program Culture & Community Engagement

- Build a program culture rooted in character, accountability, and high expectations
- Communicate regularly with players, parents, and school staff
- Represent the program at admissions, recruitment, and community events
- Engage alumni and feeder programs to build long-term sustainability

Fundraising & Program Advancement

- Organize and lead fundraising efforts to support program needs as approved by the school
- Seek sponsorships and partnerships to enhance program resources
- Submit annual program goals and budget proposals

The Principal or her/his designee may assign other duties and accountabilities limited to those consistent with the applicable job functions and paygrade.

SUPERVISORY RESPONSIBILITIES

- Varsity assistant coaches
- JV and Frosh/Soph coaches
- Student-athletes
- Student managers

PERFORMANCE INDICATORS

- Athlete development and character growth
- Program competitiveness and progression
- Coach development and alignment
- Strength and conditioning implementation
- Discipline and operational integrity
- Positive communication and community reputation
- Alignment with the mission of Bishop Montgomery High School

WORKING CONDITIONS

- Ability to maintain emotional control under stress
- Long or irregular hours, evenings, and weekends required
- Frequent local travel for practices, games, and CIF events

SALARY RANGE

- \$35,000- \$50,000

APPLICATION PROCESS

Applicants should submit the following to the Assistant Athletic Director, Rheina Ale rale@bmhs-la.org:

1. Cover letter
2. Resume outlining experience, education, and qualifications
3. Three letters of recommendation
4. Coaching certifications and any relevant credentials