



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Head Coach
Payroll/Personnel Type:	10 Month
Reports to:	Athletic Director
Shift Length:	8 Hours a Day
Union Eligibility:	Eligible

Position Summary:

To assist each student/athlete in achieving a high level of skill, an appreciation for the values of discipline and sportsmanship, and an increased level of self-esteem.

Essential Functions:

- Adheres to all adopted Board of Education policies
- Adheres to all MSHSAA policies and PHL Coaches Handbook
- Serves in a leadership capacity to the community program
- Responsible with Athletic Director for all matters relating to the organization, administration and philosophy of the sport under his/her supervision
- Develops a consistent and positive communications procedure through the school and media to inform the parents and the general public about his/her sport
- Recommends to the Athletic Director teams that may be scheduled
- Oversees the high school program in his/her sport
- Follows established academic and citizenship performance criteria for eligibility in interscholastic competition
- Coaches individual participants in the skills necessary for excellent achievement in the sport involved
- Enforces discipline and sportsmanlike behavior at all times
- Maintains an accurate and current team & program roster and submits copies to the Athletic Director
- Maintains accurate statistics, records and results of the season
- Maintains competency in MSHSAA rules, event procedures, coaching techniques and general information about all aspects of the sport
- Records, submits and maintains necessary MSHSAA and PHL forms and paperwork
- Encourages students to participate in multiple activities
- Works cooperatively with coaches/sponsors to facilitate student participation
- Recommends purchase of equipment, supplies and uniforms
- Inspects and observes activities on district property and during school activities, as possible, for correct safety procedures and to correct any unsafe practices and conditions immediately if injury may be imminent and to report all other potential safety hazards to their supervisors
- Performs other duties as assigned

Supervisory Responsibilities:

- Assists Athletic Director in recruiting and hiring all assistant coaches
- Evaluates all assistant, sub-varsity, and volunteer coaches in his/her sport
- Assigns duties to coaching staff

Knowledge, Skills, and Abilities:

- Ability to communicate with families, students, and school employees



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- Knowledge of relevant sport and its rules and regulations
- Ability to provide positive and constructive coaching and feedback to athletes
- Effective oral and written communication skills
- Demonstrate success in area of application

Experience:

- Experience in teaching, coaching, and sports medicine (preferred)
- Multi-site or K-12 maintenance management experience

Education:

- Bachelor's Degree (required)
- Missouri Teaching Certification OR NFHS Fundamentals of Coaching and a Valid Missouri Substitute Certification (required)
- First-Aid and CPR Certification (required)
- Completion of Concussion in Sports Course (required)

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 the essential function
- While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit
- While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds such as boxes of books, equipment, uniforms, and AV/VCR carts
- The employee is directly responsible for safety, well-being, or work output of other people
- Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus
- The position requires the individual to meet multiple demands from several people and interact with the public and other staff
- The employee is frequently required to drive throughout the district and to events

Working Conditions and Environment:

- Work is routinely performed in a typical gym, field, game, or practice setting
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:



Board of Education of the City of St. Louis
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Employee

Date

Immediate Supervisor

Date

Human Resources

Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.