

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE:	Head Football Coach / Plymouth High School
EXEMPT:	Yes
SALARY LEVEL:	Per Master Contract
LOCATION:	Plymouth High School
REPORTS TO:	Athletic Director
LENGTH OF WORK:	Pre-season, Season, and Post-season of the activity during the year.

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

I Coaching staff - In all matters regarding staff, the head coach shall be responsible for:

1. Supplying some input as to hiring (this is limited based on teaching position).
2. Assigning all coaching responsibilities to the high school staff.
3. Maintaining a positive working relationship between all staff members.
4. Supervising all staff members in the performance of their coaching responsibilities.
5. Coordinating the year end evaluation of all staff members with the athletic director.
6. Encouraging all staff members to pursue professional growth through membership in coaches' associations and attendance at clinics and professional meetings.

II Athletic Director's Office - In all matters requiring cooperation with the Athletic Director's Office, the head coach shall be responsible for:

1. Maintaining an up-to-date and accurate roster of players and managers.
2. Issuing all information required by the Athletic Director's Office and the IHSAA, and ensuring the return of necessary forms. This includes all matters dealing with, but not exclusive of:
 - a. Player/manager physicals
 - b. Player/manager limited emergency care forms
 - c. Code of conduct forms
 - d. Athletic insurance claim forms
 - e. IHSAA pre-season practice guidelines
 - f. IHSAA safety precautions regarding heat and humidity
 - g. Information regarding quarters of playing time
 - h. Pictures for yearbook and local press
 - i. Awards system
 - j. Information regarding transfer students
 - k. Information regarding high school eligibility
 - l. Information regarding college entrance requirements and NCAA guidelines for eligibility.
3. Coordinating all bus scheduling and travel arrangements for varsity, junior varsity, and freshmen teams.
4. Cooperating in any matters dealing with purchasing, budgeting, and the raising of revenues, to ensure the financial stability of the entire athletic program.

III Public Relations - In all matters concerning public relations, the head coach shall be responsible for:

1. **Maintaining open lines of communication between players, parents, coaches, teachers, the athletic director and the principal.**
2. **Working closely with and fully supporting the athletic director and principal in matters of conduct and discipline of all student athletes in the football program.**
3. **Conducting pre-game and post-game interviews and cooperating with the press regarding availability of players or coaches for interviews, statistics, or other information.**
4. **Participating in the Saturday morning radio show (Coach's Corner) and available for other speaking engagements as they may arise.**
5. **Organizing and conducting the year end awards program.**
6. **Maintain a good working relationship with other schools by accommodating opposing coaches' requests for film trades, scouting availability, or other information that might be of help.**
7. **Maintaining an up-to-date and accurate record of player performances, including statistics and film, to be used for post-season awards and college recruiting.**
8. **Mailing recruiting letters to all colleges and universities in the state with football programs, providing information concerning vital statistics, athletic performance, scholastic aptitude test scores, class rank and grade point average.**
9. **Maintaining an up-to-date file of information regarding college football programs and college curriculum.**
10. **Conducting on-going correspondence with colleges and universities regarding recruits, including interviews with college recruiters and coordinating the availability of student athletes for personal interviews.**

IV. Equipment - In all matters regarding equipment, the head coach shall be responsible for:

1. **Ensuring that all equipment is of the highest quality possible for the safety of the players.**
2. **Supervising the issue and the fitting of all equipment, especially helmets and shoulder pads, to ensure the safety of the players.**
3. **Maintaining an up-to-date and accurate record of inventory.**
4. **Maintaining an up-to-date file of equipment manufacturers and reconditioners.**
5. **Coordinating the reconditioning of all equipment with the athletic director to stay within budgetary guidelines.**
6. **Coordinating all new purchases of equipment with the athletic director to stay within budgetary guidelines.**
7. **Supervising the collection and storage of all equipment.**

V. Team doctor; Injuries; Managers; Training Room - In all matters regarding the above, the head coach shall be responsible for:

1. **Coordination of annual pre-season meeting of all staff with team doctor and other professionals to review and discuss safety, first aid, general care of injuries, and procedures for practice and game day injuries.**
2. **Supervision of and delegation of tasks to all training and room personnel.**
3. **Coordinating the ordering of all training supplies for the football program between the trainer and the athletic director.**
4. **Supervising and directing the care of all injuries in close association with the team doctor.**
5. **Maintaining an up-to-date and accurate record of injuries requiring medical attention.**

VI. Conditioning and Training - In all matters concerning the physical conditioning and training of players, the head coach shall be responsible for:

1. **Maintaining the highest level of fitness for the players through the organization and supervision of off-season, pre-season, and in-season weight training and conditioning programs.**
2. **Encouraging all athletes to enroll in the weight training classes offered through the physical education curriculum.**

3. Discussing the adverse effects of alcohol, tobacco, and drugs with players and discouraging the use of these items, as well as discussing the importance of rest and diet. This includes discussion of steroids and the damaging effects these drugs have on the human body.

VII. Scouting and Filming - In all matters concerning scouting and filming, the head coach shall be responsible for:

1. Coordination of all scouting schedules and van use with the scouts, the athletic director's office and the transportation office.
2. Coordinating filming of varsity, junior varsity, and freshmen games with the audio-visual director.
3. Coordinating all film exchanges between our scouts and opposing schools.
4. Supervising the collection of all scouting data to be viewed by coaches and players.
5. Supervising the use of film for the purpose of our own player evaluation and for evaluation of opponents.

VIII. Care and Maintenance of Grounds and Locker Room - In all matters concerning the maintenance of the practice and game fields and the locker room, the head coach shall be responsible for:

1. Coordination of all practices with the head of grounds to avoid conflicts when watering, mowing, or lining is necessary.
2. Cooperation with grounds crew whenever poor field conditions require altered practice schedule.
3. Coordination with maintenance and janitorial staffs of all practice and game times to avoid conflicts when cleaning or maintenance are necessary.

IX. Teaching of Technique and Development of Strategy - In all matters regarding teaching of specific position techniques and overall coaching strategy, the head coach shall be responsible for:

1. Delegating specific authority to the coaching staff regarding position areas of responsibility, as he determines to be best for the program.
2. Planning and preparing all practices at the varsity and junior varsity level to allow the staff to perform their delegated responsibilities.
3. Guiding the freshmen coaches and players by including them in pre-season practices.
4. Overseeing all aspects of position coaching, with the final authority on all technical aspects of teaching the proper skills.
5. The final decision in all matters of offensive, defensive play selection, personnel utilization, and substitution, as well as all strategic questions regarding game plans, use of time outs, field position, etc.

X. Junior Varsity; Freshmen; Junior High Programs - In all matters concerning the lower level programs, the head coach shall be responsible for:

1. Annually meeting with all coaches and discussing aspects of the varsity program thought to be of benefit to the lower level players.
2. Periodically attending lower level games and practices to keep up on the progress and development of the younger players.
3. Providing the lower level coaches with the varsity guidelines and ideas as a basis for strategic decisions, without restricting initiative or imagination.

XI. Overall Leadership - In all matters concerning the overall leadership of the entire football program, the head coach shall be responsible for:

1. Providing a positive, fulfilling experience for the players in the program, by showing a genuine concern for their development, not only as athletes but also as responsible young adults.

2. Developing the athletic talents of his players to the utmost, and thereby instilling in the student athlete the knowledge that through hard work and concentration great things can be accomplished.
3. Exhibiting an understanding of the need for individual and group motivation, and providing opportunities for acknowledged achievement through the use of helmet awards, team and individual goal charts, player of the week awards, and other public acknowledgements of success in the press and on the radio.
4. Being an example of the type of individual young men can admire by dealing with them in an honest, friendly manner, displaying a firmness of character, and always maintaining the integrity of the player-coach relationship.

XII. The responsibilities of the Head Coach in regard to his or her feeder system:

1. The Head Coach should supervise the running of his or her system.
2. He or she is responsible for:
 - A. Meeting with all coaches at least twice a year.
 - B. Establish a system and philosophy that is passed on to all coaches in the system.
 - C. Attend as many lower level games as possible.
 - D. Have a written notebook, list of drills, etc. to hand down to all coaches at the lower levels.
 - E. Ask for input from all coaches about players coming up through the system.
 - F. Use varsity assistant to help work and assist lower level coaches.
 - G. At the high school level, the head coach should be responsible for the evaluation of all assistants in his program, in conjunction with the Athletic Director.
 - H. At the junior high level, evaluations should be done by the Athletic Director and or Principal. The head varsity coach should have some input into these evaluations, if he or she has something to offer.
 - I. The elementary coaches should be evaluated by their building principals, with the head coach once again having input if he or she so desires.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function 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/or EXPERIENCE:

Certified teacher and employment with the Plymouth Community School Corporation if required by the IHSAA; or related experience and/or training.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of athletes, school officials, parents, and the press.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid state driver's license - operator permit

MATHEMATICAL SKILL:

Ability to work with mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

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.

While performing the duties of this job, the employee is frequently required to talk and hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and taste or smell.

The employee must be physically able to demonstrate the sport or activity, including lifting all equipment as required by the activity. This is to include games and practice.

The employee must have the physical stamina to be able to handle the hours and physical stress of the sport during contests and practices.

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

The employee should be able to use the machines, tools, equipment, and work aids which may be representative of those commonly associated with this type of work.

WORK ENVIRONMENT:

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.

The noise level in the work environment is usually moderate.

The working environment is mainly indoors other than routine errands.

There are no environmental hazards indicated for this position.

TERMS OF EMPLOYMENT:

Pre-season, Season, and Post-season of the activity during the year. Salary as per Master Contract.

EVALUATION:

Annually

Revised 1/19/01