

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE:	Boys Varsity Track Head Coach
EXEMPT:	Yes
SALARY LEVEL:	Per Master Contract
LOCATION:	Plymouth Community 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. GENERAL DUTIES

- A. Organize, lead and evaluate the total program.
- B. Join and participate in the state Coaches Association.
- C. Attend State (IHSAA) rules clinics.
- D. Attend any conference meetings as scheduled.
- E. Educate yourself and other coaches on staff in regard to new coaching and teaching methods by attending various coaching clinics.
- F. In charge of equipment inventory, storage and maintenance.
- G. Select and buy new equipment when deemed necessary.
- H. Work with Athletic Director on scheduling and other areas including practice scheduling.
- I. Know and implement IHSAA track and field rules.
- J. Provide the enthusiasm for the program.

II. PRE-SEASON DUTIES

- A. Register all team candidates.
- B. Be sure physical forms are in and on file in Athletic Director's office.
- C. Collect any fees or dues payable to the school.
- D. Issue equipment in an organized fashion so that it is kept track of during season.
- E. Make early arrangements for transportation to meets.
- F. Interview prospective student manager candidates.
- G. Explain, in detail, all school and athletic department regulations in regard to training rules and conduct at and away from school and contests.
- H. Have athletes sign code of conduct cards.
- I. Provide students with tentative practice and meet schedules.
- J. Explain athletic awards policy.
- K. Have an organized team meeting explaining the program in its entirety, including goals, work habits, individual responsibilities, communication, relationships between athletes and coaches, and other essential concerns.

III. SEASON DUTIES

- A. Arrange practices; inform Athletic Director.
- B. Schedule frequent team meetings to maintain communication and also to relay any changes in schedule or other changes to athletes.
- C. Meet with assistant coaches to discuss practices and practice duties plus any concerns or problems.
- D. Continually provide leadership by providing enthusiasm and dealing with any and all concerns and problems in an effective, diplomatic and decisive fashion.
- E. Keep abreast of any in-season rule changes and communicate to assistant coaches and team members.

- F. Be sure awards have been ordered in plenty of time for home meets.
- G. Always be a fair, firm and consistent discipline.
- H. The head coach is ultimately responsible for the security of the school grounds and locker room areas; therefore, arrange with assistant coaches for the policing of these facilities whenever you use them.
- I. Work with assistant coaches on scheduling helpers for home meets and provide Athletic Director with a list of helpers scheduled.
- J. Be a role model for both your athletes and assistant coaches - enthusiasm, character, consistency, fairness, polite communication skills are all positive traits which can become contagious on a team if the person in charge uses those traits.
- K. Ultimately winning is a goal in competitive sports, and it should be, but doing your best in a class manner is the means to winning.
- L. Always encourage extremely hard work in a controlled fashion. A hard work ethic can overcome most, if not all, adversities.
- M. Report all pertinent information to the press as is necessary during the season, including meet results, statistics, etc. Be as courteous as possible.
- N. Public relations is the key to community support; always acknowledge any group or individual who provides help to your program.
- O. Be a winner.
- P. Assist any athlete who so desires with whatever means is at your disposal to attend college with or without financial aid.

IV. 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 assistants 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 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.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid state driver's license - operator permit

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.

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 loud.

The work environment may be indoors and/or outdoors.

TERMS OF EMPLOYMENT:

Pre-season, Season, and Post-season of the activity during the year.

EVALUATION:

Annually

Revised 1/19/01