

7-12 ATHLETIC DIRECTOR

Job Goal: Provide for overall leadership and coordination among the various sports 7-12 to facilitate programs that provide youngsters worthwhile learning experiences.

I. Qualifications

- A. Coaching experience
- B. Strong organizational and communication skills
- C. Ability to effectively manage coaching and support staff
- D. Ability and desire to invest time year-round
- E. Knowledge of each sport and understanding of Michigan High School Athletic Association rules and procedures
- F. Knowledge of training and conditioning techniques including the prevention of injuries
- G. Ability to motivate, inspire and relate to students, parents, coaches and staff

II. Schedule: 12 month position with release time from teaching responsibilities

III. Reports To: Superintendent, K-8 and High School Principal

IV. Compensation and Benefits: Salary based on NICE Teachers Association negotiated salary plus stipend for evening and weekend events

V. Performance Responsibilities

- A. Be visible and accessible to students and parents
- B. Work with students, parents, staff and administration in order to retain students in the district and its athletic programs
- C. Responsible for assessing the school's athletic program including recommending facility and equipment needs to the principal and superintendent
- D. Responsible for administering MHSAA, school district and building rules/regulations
- E. Responsible for conducting annual coaching performance assessments
- F. Responsible for the scheduling of all athletic contests, game workers, and officials
- G. Attend home athletic events and away events as needed to ensure adequate presence, visibility and oversight
- H. Oversee/manage all transfer students to ensure their eligibility
- I. Work with coaches and principals in problems of discipline concerning athletics
- J. Attend regional athletic director meetings
- K. Oversee/manage athletic budgets
- L. Work with Principal and coaching staff to plan athletic awards programs
- M. Maintain records and inform their coaching staff of their current first aid status
- N. Manage/oversee the transportation needs of all athletic teams
- O. Coordinate the use of all school athletic facilities by groups outside the school with the respective building principal
- P. Maintain an active program that promotes sportsmanship and welcome the competing teams and guests.
- Q. Act as a liaison between coaches and the athletic boosters club
- R. Monitor the monthly calendar to ensure scheduling conflicts are avoided
- S. Supervise on site activities and perform administrative duties during the summer months

Last updated March, 2011

HEAD COACH

Job Goal: Provide leadership to ensure students and coaches in the given sport are reaching their fullest potential.

I. Qualifications

- A. Coaching experience
- B. Valid driver's license
- C. Strong organizational and communication skills
- D. Desire to invest time during and out of season
- E. Knowledge of the sport with emphasis on fundamentals
- F. Ability to diagnose player deficiencies/prescribe corrective activities
- G. Understanding of Michigan High School Athletic Association rules and procedures
- H. Ability to motivate, inspire and relate to students, parents, coaches and staff

II. Status: Exempt; Seasonal

III. Reports To: Athletic Director

IV. Compensation and Benefits: Based on NICE Teachers Association negotiated salary

V. Performance Responsibilities

- A. Prepare a team for interscholastic competition
- B. Oversee/direct the entire 7-12 program, including enforcing training rules
- C. Work cooperatively with other coaches of all sports
- D. Encourage students to participate in the program; select players, and managers
- E. Account for the condition, inventory, distribution, and procurement of all equipment and medical supplies
- F. Account for assignment of lockers and the condition of the locker room
- G. Schedule, record, and assist, as needed with physical examinations for all players
- H. Prepare eligibility lists and account for all players meeting necessary requirements pertaining to insurance, physical cards, eligible forms, and athletic waivers
- I. Account for the collection of all fees, if any
- J. Instruct and assist players in the care and prevention of injuries; taping techniques
- K. Attend rules interpretation meetings; schedule coaches' meetings as needed
- L. Instruct players in the proper use of body building equipment and training
- M. Prepare outside facilities for all practice sessions
- N. Schedule, plan, and conduct all practice sessions and scrimmages; prepare and distribute play books; hire officials for practice scrimmages (if needed)
- O. Accountable for player behavior under the auspices of the program
- P. Organize filming and/or review of contests in order to guide athlete development.
- Q. Contribute to public relations by providing information to newspapers, radio and television stations, school newspapers and other school publications
- R. Correspond with colleges/universities to assist players acquire athletic scholarships
- S. Communicate with teachers to determine the achievement level of each player
- T. Participate in Awards Program by distributing awards to the players
- U. Attend and participate in Athletic Booster Club meetings, if needed
- V. Evaluate players after each game and at the end of the season
- W. Evaluate coaches during and after the season and provide feedback
- X. Serve as role model and display self-control at all times

COACH

Job Goal: Provide leadership to ensure students are prepared for interscholastic competition.

I. Qualifications

- A. Coaching experience
- B. Valid driver's license
- C. Strong organizational and communication skills
- D. Desire to invest time during and out of season
- E. Knowledge of the sport with emphasis on fundamentals
- F. Ability to diagnose player deficiencies/prescribe corrective activities
- G. Understanding of Michigan High School Athletic Association rules and procedures
- H. Ability to motivate, inspire and relate to students, parents, coaches and staff

II. Schedule: Seasonal

III. Reports To: Head Coach and Athletic Director

IV. Compensation and Benefits: Based on NICE Teachers Association negotiated salary

V. Performance Responsibilities

- A. Prepare a team for interscholastic competition
- B. Work cooperatively with other coaches of all sports
- C. Encourage students to participate in the program; select players, and managers
- D. Account for the condition, inventory, distribution, and procurement of all equipment and medical supplies and equipment
- E. Account for assignment of lockers and the condition of the locker room
- F. Schedule, record, and assist, as needed with physical examinations for all players
- G. Shall be accountable for all players meeting necessary requirements pertaining to insurance, physical cards, eligible forms, and athletic waivers
- H. Account for the collection of all fees, if any
- I. Instruct and assist players in the care and prevention of injuries; taping techniques
- J. Attend rules interpretation meetings; schedule coaches' meetings as needed
- K. Instruct players in the proper use of body building equipment and training
- L. Prepare outside facilities for all practice sessions
- M. Schedule, plan, and conduct all practice sessions and scrimmages; prepare and distribute play books; hire officials for practice scrimmages (if needed)
- N. Shall be accountable for player behavior during practice sessions, meetings, locker room activities, bus trips, and other activities under the auspices of the program
- O. Organize filming and/or review of contests to guide athlete development.
- P. Schedule and conduct meetings to discuss forthcoming opponents
- Q. Contribute to public relations by providing information to newspapers, radio and television stations, school newspapers and other school publications
- R. Correspond with college and university personnel to assist players acquire athletic scholarships
- S. Communicate with teachers to determine the achievement level of each player
- T. Participate in Awards Program by distributing awards to the players
- U. Attend and participate in Athletic Booster Club meetings, if needed
- V. Evaluate players after each game and at the end of the season
- W. Serves as a role model for students and display self-control at all times

EXTRACURRICULAR ADVISOR/SPONSOR

Job Goal: Serve as advisor to achieve and maintain standards of excellence in extracurricular activities, while allowing all participants to develop gain through individual and group experiences.

I. Qualifications

- A. Background or interest in the particular extracurricular or club
- B. Ability to speak effectively before groups of students, parents or employees of the district
- C. Exhibit qualities of leadership and organizational ability and reflect a spirit of cooperation in working with staff and school administration. Ability to apply
- D. Ability to perform duties with awareness of all district requirements and School Board policies
- E. Other requirements based on the assignment

II. Schedule: Exempt; Seasonal/Extracurricular

III. Reports To: Principal

IV. Compensation and Benefits: Based on NICE Teachers Association negotiated salary

V. Performance Responsibilities

- A. Recruit members
- B. Encourages participation
- C. Plans and supervises all club activities and meetings
- D. Maintains all necessary records, reports, and budgetary accounts
- E. Oversees fund raising efforts, if applicable
- F. Secures and maintains equipment and supplies that are needed for extracurricular or club
- G. Represents the district in a professional manner
- H. Establishes and maintains standards of student behavior to achieve an effective and safe learning environment
- I. Other duties may be assigned according to activity area or building assignments

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