

Martensdale-St. Marys Community School District

Job Title: Head Athletic Coach/Activity Sponsor

Reports to: Activities Director and Building Principal

Date Revised: 29 July 2014

Basic Function: Coach individual participants in the skills necessary for excellent achievement in the sport involved.

Essential Functions:

1. Plan and schedule a regular program of practice in season.
2. Work closely with the athletic director in scheduling intramural and interscholastic contests.
3. Attend annual meeting with Activities Director and Building Principal to review program expectations and District procedures.
4. Recommend purchase of equipment, supplies, and uniforms as appropriate.
5. Maintain necessary attendance forms, insurance records, and similar paperwork.
6. Ensure player/performer maintains minimum standards for academic eligibility.
7. Complete purchase orders for equipment, uniforms, and contest entry fees, as well as executing other financial responsibilities commensurate with the sport or activity.
8. Maintain communications with parents, staff, administrators in relation to events and contests.
9. Oversee the safety conditions of the facility or area in which assigned activity is conducted at all times that students are present.
10. Establish performance criteria for eligibility in interscholastic competition.
11. Enforce discipline and sportsmanlike behavior at all times, and establish and oversee penalties for breach of such standards by individual students.
12. Adhere to all Board and District policies and procedures.
13. Other duties as assigned that comport with the functions of a head coach/sponsor.

Specifications/Qualifications:

- Valid Iowa Coaching Endorsement (if applicable)
- Additional applicable state-mandated training and certifications (i.e. concussions in sports, rules meetings, etc.)

Physical Requirements:

- Must be able to lift 50 lbs.

Working Conditions:

- Prolonged periods of standing; possible exposure to inclement weather (depending on sport/activity)

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time unless restricted by a negotiated contract.

Signature of Supervisor: _____ **Date:** _____

Signature of Employee: _____ **Date:** _____