

Job Summary:

The Track and Field Coach is employed to help each participating student achieve a high level of involvement in class activities and sport related events and to responsibly supervise all activities ensuring appropriate student conduct. Student behavior should follow expectations as outlined in the school's student handbook.

To instruct student athletes in the fundamentals, rules, strategies and physical training needed for individual and team success that leads to pride, self-confidence and self-discipline.

Position Title:	Track and Field Coach	Category:	Athletic
Job Description Approved By:	Litchfield School Board	Date:	9/3/08
School:	Litchfield Middle School	Revised Date:	
Reports To:	School Principal	School Year:	2012-2013
Supervises:	Assistant Coaches and Students	Tier Level:	3

Position Duties, Responsibilities and Minimum Expectations:

The following functions are considered essential to this position:

1. Coaches will plan, schedule and implement a regular program of training and attend all practices, competitions, meetings and activities for each sport. Head coaches are responsible to train, delegate to, communicate with, encourage professional development of and supervise any Assistant Coaches for the sport. Coaches will communicate and coordinate on a regular basis with the School Principal.
2. Unless otherwise excused, each person accepting a coaching assignment will be expected to attend all practices and games, parent meetings or teacher conferences, awards events, and meetings called by the administration or School Principal, including but not limited to a pre-season coaches meeting and a pre-season parent/athlete meeting.
3. Traveling may be required for off site trips, may be out of state and follow school district policy IICA on Domestic and International Travel.
4. Supervise approximately 75 student athletes in tryouts, practices, competitions, other outings until student's transportation arrives. Maintains discipline, addresses grievances and works to create good morale, cooperation and team unity.
5. Provides training rules and any other regulations and requirements to each athlete.
6. Selects student manages, assistants and statisticians as needed.
7. Dedicate approximately 15-20 hours per week during regular season, and 15-20 hours per week pre season and post season.
8. Initiates programs and follows policies concerning injuries, medical attention and emergencies including the completion of proper forms and reporting requirements.
9. Coordinates with School Principal regarding student suspension and related communication with parents.

10. Advises School Principal about requirements for tournaments and sports events, and recommends policy, method or procedural changes. Participates in the budget planning process with the School Principal including requirements for the next season and equipment guidelines on type, style, color and specifications.
11. Accountable for all equipment and submits to School Principal notice of any equipment lost or not returned. Submits an annual inventory and records of equipment.
12. Monitors and examines locker rooms and areas used before and after practice and checking on the general cleanliness of these areas.
13. Promotes the sport within the school and outside the school through news media, youth programs or any other feasible manner. Responsible for content, quality, effectiveness and accuracy of any oral or written release to the media, including competition results to the local papers. Maintain good public relations with media, Booster Club, parents, officials, students, volunteers and fans.
14. Coaches will seek Professional Development by completing a course, workshop, or rules clinic in the specific activity.

Evaluation:

Evaluation will be based on ability and effectiveness in carrying out the responsibilities of the position as outlined. Performance will be reviewed and supervision will be provided by the School Principal on an ongoing basis and annually at the completion of the activity.

Terms of Employment:

The District shall pay the Employee two payments of \$784.09, for a total of \$1,568.18, during the 2013-2014 school year. The first payment will be issued on April 10, 2014, and the final payment will be issued on May 22, 2014.

Minimum Qualifications, Experience, Knowledge, Skills and Abilities:

1. Comply with NHIAA by-law regulations regarding coaches' eligibility.
2. Working knowledge of Athletic Policies.
3. Knowledge of the existing athletic system, state and league regulations.
4. Understands chain of authority and refers issues and grievances through proper channels.
5. Reputable background working with youth.

Licensure and Certification Requirements:

Certified faculty member preferred.

Certification in CPR / AED as required by School Board Policy GBGBA

Physical Activity Requirements and Occupational Exposures:

- Frequent bending, standing, walking, running, kneeling, pushing, squatting, reaching and pulling
- Frequent fine motor skills, pushing and pulling.
- Occasional climbing and sitting.
- Repetitive motion of ankles, knees, wrists.

- Lifting of up to 25 lbs. on a frequent basis.
- Close and distance vision requirements.
- Inclement weather when traveling.

Other Considerations and Requirements:

1. Undergo a criminal background check.

Acknowledgement:

Having read the above statements and fully understanding the responsibilities please indicate your acceptance of these responsibilities by signing below and returning the agreement to the central office within five school days of the issue date.