

Hemet Unified School District
Head Athletic Coach

JOB SUMMARY

Under the direction of the Assistant Principal-Athletics and/or site principal, this position has the responsibility for the overall administration of all aspects of the sport program to which assigned. The primary focus will be that of mentorship, on campus recruitment, administration and coordination of the program, where the total development of the student-athlete is the highest priority. Specifically the Head Coach will identify, and coach student-athletes; develop practice plans and competition schedules; manage operating budget; oversee student-athlete academics and compliance of the program; and supervise assistant coaches/other support personnel.

Extra duty positions are open to qualified certificated bargaining unit members on site before they are open to qualified certificated bargaining unit members off site. In the event no qualified certificated bargaining unit member applies, the position will be open to qualified persons outside of the certificated bargaining unit. Appointments are renewable annually. Members of the classified bargaining unit may apply, but cannot receive the stipend.

DUTIES & RESPONSIBILITIES

- Organizes, directs, and implements all phases of the designated sports program, including practice sessions, on campus recruitment, counseling, training, and conditioning.
- Directs and coaches the designated sports program according to California Interscholastic Federation (CIF) standards, rules and regulations; adheres to the operating principals of the CIF, as well as the Code of Ethics for Coaches. Communicates and facilitates an environment where assistant coaches and student-athletes adhere to the CIF Code of Ethics for Coaches and Athletes.
- Foster among the participants and spectators an appreciation of the values of athletics, a desire to win, an attitude of good sportsmanship, and a sense of pride in self, team, school, and community.
- Monitors the academic performance of student-athletes and intervenes when expectations are not met by conferring with the site administration, athletic director, teacher(s) and/or parents.
- Communicates regularly with students, parents, administrators, Associated Student Body, faculty, high school coaches, and NCAA/collegiate officials.
- Demonstrates awareness, commitment, and adherence to Conference rules.
- Works collaboratively with the Athletic director, site principal, faculty, District office staff, and parents utilizing courtesy, tact, and diplomacy.
- Establishes and maintains effective, cooperative working relationships with those contacted in performance of duties.
- Directs the training, conditioning, and performance of the varsity athletic team and leads, supervise, and assists the assistant coaches in their efforts with teams assigned to them.
- Acts as a positive influence on the behavior of members of his/her staff & team.

Hemet Unified School District
Head Athletic Coach

- Attends and personally directs the team at all varsity contests and be present at junior varsity and freshmen contests with schedules permitting.
- Responsible for the supervision of his/her athletes at all practice and competitions that shall comply with all applicable CIF regulations and District guidelines.
- Recommends to the athletic director the type and amount of equipment and supplies needed to conduct the program.
- Responsible for the inventory and care of equipment.
- Advises the athletic director of the condition of athletic facilities and needs for their preparation and maintenance.
- Assists the athletic director to ensure that lists of all players eligible for athletic contests are prepared and maintained under rules of the CIF.
- Recommends to the principal and athletic director the removal of athletes from the team when behavior expectations, training, and/or eligibility regulations have not been met.
- Ensures all fund raising activities are compliant with Hemet Unified School District and school site policies, and CA law.
- Ensures all student-athletes have been cleared for participation by the athletic director before the regular practice season begins.
- Advises the athletic director as to the preparation of schedules for his/her respective sport.
- Recommends to the athletic director those students who qualify for a varsity letter.
- Recommends to the athletic director, upon request, prospective coaches.
- Performs other duties as assigned by the athletic director and/or site administration.
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MINIMUM QUALIFICATIONS

Knowledge of:

- The operating principles of the CIF and the Code of Ethics for Athletes and Coaches.
- Rules and strategies of the designated sport
- Physical capability and limitations of the age group being coached
- Character building aspects of sports
- Effective management and leadership skills.
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy.
- Collaborative problem solving

Hemet Unified School District
Head Athletic Coach

Ability to:

- Coordinate and implement program standards and procedures and assure compliance with applicable State and federal regulations
- Operate a computer and assigned office equipment
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines
- Work independently with little direction
- Plan and organize work
- Train and supervise the performance of assigned personnel
- Use tact, patience, and courtesy when interacting with others
- Communicate effectively both orally and in writing
- Interpret, apply and explain rules, regulations, policies and procedures
- Establish and maintain cooperative and effective working relationships with others
- Observe health and safety regulations

EMPLOYMENT STANDARDS

Experience

- Minimum two (2) years of successful varsity level high school or above coaching experience, within the last 5 years preferred, but not required.
- Demonstrated ability to lead and direct a sports program.
- Past performance demonstrates compatibility with District culture and standards.

Licenses/Certificates

- Valid California Driver's License and evidence of insurability
- Department of Justice/FBI Fingerprint Clearance
- Current TB Clearance
- Current CPR certification
- Current First Aid certification
- Current Concussion in Sports certification
- Fundamentals of Coaching certificate
- Current Water Safety certification (for coaches of water sports)

WORKING CONDITIONS WHICH MAY OCCUR

ENVIRONMENT

- Moderate exposure to unusual elements such as extreme temperatures and/or loud noises
- Variable hours
- Subject to driving to a variety of locations to conduct work during day and evening hours

Hemet Unified School District
Head Athletic Coach

- Travel by bus
- Walking over rough or uneven surfaces

PHYSICAL ABILITIES

- Hear and speak to exchange information
- Bending at the waist; kneeling, or crouching, to help students and staff
- Occasionally reaching overhead; above shoulders, and horizontally
- Occasional carrying, pushing, pulling or lifting up to 25 pounds
- Sitting, standing, and/or walking for extended periods
- Mobility to travel to various school sites, and workshops required.
- Visual ability to monitor team workouts and contests
- Dexterity of hands and fingers to demonstrate applicable sport skill/method
- Physical agility and stamina

HAZARDS

- Dust, dirt, pollens, depending on designated sport
- Possible work around heavy equipment
- Possible exposure to blood borne pathogens
- Dealing with mild to severe sports injuries

EMPLOYMENT STATUS

Extra Pay Assignment per Hemet Teacher's Association contract for certificated bargaining unit members

OR

Seasonal assignment for workers not represented under the Hemet Teacher's Association Contract

April 2014