

Tri-County Area School District
Plainfield WI 54966

Job Description

JD CC 215
Updated: July 2009

Position Title **Coach -- Head Junior High School**

Qualifications:

- Licensed by the DPI as a teacher, counselor or administrator or certified as a coach by the WIAA as per WIAA policy and procedure.
- Ability to relate to students.
- Ability to work well with others in a team environment.
- Ability to accept directions from supervisors.
- Ability to follow work rules and procedures.
- Ability to accept constructive criticism.

Immediate Supervisor: Athletic Director or Building Principal

Position Function:

Is the person immediately responsible for the 7th/8th grade assignment for the district. Is immediately responsible for the teaching, training, supervision, mentoring, and safety of the athletes in the 7th/8th grade assignment.

Specific Responsibilities:

1. Provides the leadership for training, conditioning, teaching, supervision, mentoring and safety of every athlete in the program.
2. Responsible for the recruitment of athletes into the program.
3. Assures that a record of the WIAA physical cards and the alternate year physical cards are on file in the high school office and insures that each athlete complies with all rules, procedure, regulations and board policies pertaining to athletic eligibility.
4. Attends all required WIAA rules interpretation meetings and other meetings as may be required by the WIAA, the CWC conference and/or the school district.
5. Directly responsible for contacting Building and Grounds personnel to get the playing surface ready for play.

6. Maintains score book records as needed for games and statistical information for the CWC and news media.
7. Contact sports media to publicize the results of games played.
8. Serves as the parent contact person when concerns arise regarding the athletes.
9. Immediately responsible for the conduct and discipline of team players with notification going to the Athletic Director and building principal.
10. Prepares the program budget yearly and submits it to the Athletic Director.
11. Recommends for employment all assistant coaches to the Athletic Director and is the immediate supervisor for all assistant coaches and annually evaluates all assistant coaches submitting yearly evaluations to the Athletic Director.
12. Immediately responsible for the purchase, care, inventory and proper storage of all uniforms for the program.
13. Immediately responsible for recognizing the athletes for awards at the district level and conference level.
14. Work with the high school varsity coach to develop plays and a uniform philosophy.
15. Immediately responsible for planning and organizing a parents' night on the last home game of the season.
16. Provides leadership that stresses excellent sportsmanship, teamwork, work ethic, safety, respect for others and respect for property and equipment.
17. Maintains a professional profile as a coach and leader of athletes and set an example for the players during practices, during home and away games and the off-season.

Evaluation: Performance of this job will be evaluated with the provisions of the Board's policy on evaluation of employees. Evaluation is done by the Athletic Director or the Building Principal.