

Tri-County Area School District
Plainfield WI 54966
Job Description

JD CC 226
Updated: July 2009

Position Title: **Softball Head Coach**

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 immediate person responsible for the Softball Program for the district. Is immediately responsible for the teaching, training, supervision, mentoring, and safety of the athletes in the Softball Program.

Specific Responsibilities:

1. Provide the leadership for the training, conditioning, teaching, supervision, mentoring and safety of every athlete in the program.
2. Responsible for the recruitment of athletes into the program.
3. Check with office to be sure all WIAA physical cards and alternate year physical cards are current and on file.
4. Insure that each athlete complies with all rules, procedure, regulations and board policies pertaining to athletic eligibility.

5. Attends all required WIAA rules interpretation meetings and other meetings as may be required by the WIAA, the CWC conference or the school district.
6. Directly responsible for contacting Building and Grounds personnel to get the playing surface ready for play.
7. Maintain score book records as needed for games and statistical information for the CWC and news media.
8. Contact sports media to publicize the results of games played.
9. Serve as the parent contact person when concerns arise regarding the athletes.
10. Immediately responsible for the conduct and discipline of team players with notification going to the Athletic Director and building principal.
11. Prepare the program budget yearly and submit it to the Athletic Director.
12. Recommend for employment all assistant coaches to the Athletic Director and be the immediate supervisor for all assistant coaches and evaluate all assistant coaches yearly submitting yearly evaluations to the Athletic Director.
13. Immediately responsible for the purchase, care, inventory and proper storage of all uniforms for the program.
14. Immediately responsible for recognizing the athletes for awards at the district level and conference level.

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