

Tri-County Area School District
Plainfield WI 54966

Job Description

JD CC 208
Updated: July 2009

Position Title: **Cross Country-High School Coach (9-12)**
(May also include 7th & 8th grade students)

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**

Position Function:

Immediately responsible for the Cross Country program for the school district. Is immediately responsible for the teaching, supervision, mentoring and safety of the participants in the Cross Country program.

Specific Responsibility:

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 the high school office yearly 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, procedures, regulations and board policies pertaining to eligibility.
5. Attends all required WIAA rules interpretation meetings and other meetings as may be required by the WIAA, the CWC Conference or school district.
6. Directly responsible for contacting Building and Grounds Personnel regarding the proper preparation of practice and playing facilities.
7. Maintain score book records as needed for meets and statistical information for the CWC and the news media.
8. Contact sports media to publicize the results of all games played.
9. Serve as the parent contact person when concerns arise regarding the athletes on the Cross Country team.
10. Immediately responsible for the conduct and discipline of team players with proper notification provided to the Athletic Director and Building Principal.
11. Prepare the program budget yearly and submit the budget to the Athletic Director.
12. Recommend for employment 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 storage of all uniforms for the Cross Country program.
14. Immediately responsible for recognizing the Cross Country athletes for awards at the district and conference level.

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