

**Job Title:** Coach

**Qualifications:** High school diploma, Demonstrable experience as a coach, coaches instruct and work with student athletes to prepare them for competition. Coaches help athletes to play their best individually, but more importantly as a team in sports such as basketball, cross-country, track and field, and soccer. They must be well versed on the rules, strategies, and techniques of their sports. Coaches must also know about sports equipment, physical fitness, and safety.

**Reports to:** Athletic Director

**Job Goal:** Provide instructions and coach students to develop skills and ability to excel in sport assigned. Must possess leadership skills, and be able to set an example for the players. Excellent communication skills in order to inspire players and work with them on improvement.

**Certification Required:** A coach must be concussion, CPR, and first aid certified prior to coaching, obtained within the last two years.

**Responsibilities:**

- Prepares their student-athletes through daily practice sessions during the season, which should be conducted a minimum of twice per week and a minimum of an hour per session.
- Coaches must be present at all practices and games or designate an adult pre-approved by the athletic director to supervise.
- Exhibits and mentors the student-athletes in good sportsmanship and fair play.
- Attends the rules interpretation meeting and training(s).
- Attends the mandatory coaches meeting
- Monitors their student-athletes progress on the court and field and in the classroom.
- Monitors the conduct of his or her student-athletes for the duration of each practice and game.
- Provides a safe environment for the student-athletes by checking the playing area and equipment before each practice and game.
- Promotes fairness, extra effort, and encourages athletes to reach their personal best.
- Must possess leadership skills, and be able to set an example for the players.
- Excellent communication skills in order to inspire players and work with them on improvement.
- Must be available to work weekdays during before and/or after school hours for practice and meets, also on Saturdays for games.
- Must be prepared to work in bad weather and be willing to travel with the team and chaperone at different locations for contest.
- Instructs student athletes in the basic rules and fundamentals of the sport.
- You should submit your team rules to the athletic director before the season begins. As well, as hand them out to the team.
- Coaches are responsible for handing out and collecting all uniforms.
- All team discipline should be issued by the coach and athletic director ONLY.
- Exemplify the highest moral character as a role model for young people.
- Recognize the individual worth and reinforce the self-image of each team member.
- Establish a realistic team goal or vision for each season and communicate that to the athletes and parents.
- Encourage and assist team members in setting personal goals to achieve their highest academic potential.
- Strive to develop the qualities of competence, character, civility, and citizenship in each team member.
- Select and guide Captains with the qualities to promote student leadership.
- Provide a safe, challenging, and encouraging environment for practice and competition.
- Gain an awareness of the importance of prevention, care, and treatment of athletic injuries.
- Respect the integrity and judgment of game officials.
- Teach and abide by the rules of the game in letter and spirit.
- Build and maintain ethical relationships with coaches and administrators.
- Strive for excellence in coaching skills and techniques through professional improvement.
- Promote personal fitness and good nutrition.
- Be modest in victory and gracious in defeat.
- Support and reinforce the expectations set out in the Athletic Code of Conduct.
- Performs other specific job-related duties as assigned

**EVALUATION: the Athletic Director on a yearly basis will evaluate this job**

**PHYSICAL ACTIVITY REQUIREMENTS (Frequently, Occasionally, Rarely):**

**PRIMARY PHYSICAL REQUIREMENTS  
CONSIDERATIONS**

Lift up to 10 lbs: Frequently required  
Lift up to 25 lbs: Occasionally required  
Lift 26 to 50 lbs: Occasionally  
Lift over 50 lbs: Occasionally

CARRY up to 10 lbs: Frequently required  
CARRY 11 to 25 lbs: Occasionally  
CARRY 26 to 50 lbs: Occasionally  
CARRY over 50 lbs: Rarely

REACH above shoulder height: Occasionally  
REACH at shoulder height: Frequently required  
REACH below shoulder height: Frequently required  
PUSH/PULL: Occasionally

**OTHER PHYSICAL**

Twisting: Occasionally  
Bending: Occasionally  
Crawling: Occasionally  
Squatting: Occasionally  
Kneeling: Occasionally  
Crouching: Rarely  
Climbing: Rarely  
Balancing: Rarely

**WORK SURFACES: (describe)**

Composite Desk  
carpet/tile floor  
Computer keyboard/screen

**HAND MANIPULATION DURING A TYPICAL DAY  
EMPLOYEE IS REQUIRED TO:**

Consecutive hours	Total Hours
Sit: 2	5
Stand: 1	2
Walk: 1	1

**Environment: Inside:** dependent on season

**Outside:** dependent on season

**HAND MANIPULATION**

Grasping occasionally  
Handing: Frequently required  
Torqueing: Occasionally  
Fingering: Frequently required

Short Description: (Example: Work is performed inside and out of doors in an environment, which includes exposure to physical elements or a number of disagreeable working conditions.)

The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**COGNITIVE AND SENSORY REQUIREMENTS:**

Talking: Necessary for communicating with others.  
Hearing: Necessary for receiving information and instructions.  
Sight: Necessary to do job effectively and correctly.  
Tasting & Smelling: Smelling required to detect noxious fumes and odors.

**SUMMARY OF OCCUPATIONAL EXPOSURES:**

Bacterial and viral infections carried by children Cleaning products, field marking and field-care product

I have reviewed this job description and am in acceptance of its parameters.

\_\_\_\_\_

Date \_\_\_\_\_

Employee

\_\_\_\_\_

Date \_\_\_\_\_

Human Resources

Approved by the Hinsdale School Board 5-11-2022