**FREDONIA-MOCCASIN USD *#*6**

**Professional Employee Job Description**

Job Title: Athletic Coach

Supervisor’s Title: School Principal and Athletic Director

Date Prepared: Updated May 9, 2022

 **JOB SUMMARY**

To help each participating student achieve a high level of skill, an appreciation for the values of discipline and sportsmanship, and an increased level of self-esteem**.**

**ESSENTIAL FUNCTIONS**

The Athletic Coach is responsible to:

Coach individual participants in the skills necessary for excellent achievement in the sport involved.

Plans and schedules a regular program of practice in season and is present during all scheduled times.

Works closely with the athletic director in scheduling intramural and interscholastic contests.

Makes all transportation arrangements for off-campus athletic events.

Arranges provision for meals and rooms for athletes and coaches for away sporting contests.

Recommends purchase of equipment, supplies, and uniforms, as appropriate.

Oversees the safety conditions of the facility or area in which assigned sport is conducted at all times that students are present.

Enforces discipline and sportsmanlike behavior at all times, and establishes and oversees penalties for breach of such standards by individual students.

Take responsibility for inventory, care, storage and purchase of equipment,

supplies, and uniforms as appropriate.

Provide a list of all participants of an individual sport at the beginning of the season to the athletic director and school principal.

Be familiar with and adhere to all regulations governing interscholastic sport competition as stipulated in the district policy and the AIA.

Ensure that locker rooms are kept picked up and in order.

Remain at school until all students have left the athletic areas after practice or games.

After practice, turn out the lights and secure the practice areas and locker rooms. Do not give school keys to students.

Submit to the athletic director, at the end of the season, names of those who have qualified for a “letter” in the sport coached.

Work cooperatively with the athletic director and other coaches in maintaining a high quality overall school interscholastic athletic program.

Be responsible to see that all game equipment is properly prepared.

**The list of essential functions for this position is not exhaustive and may be supplemented as necessary.**

**NON-ESSENTIAL FUNCTIONS**

Other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Possesses problem solving skills.

Ability to establish and maintain effective working relationships with pupils, school staff, district staff, and patrons.

Ability to demonstrate and teach sport specific skills.

Demonstrated interest in and aptitude for working with young people**.**

**DECISION MAKING**

This position involves problem-solving and initiation of activities within Governing Board policy and procedural guidelines.