

1 **Board Policies**

**Blair-Taylor School District**

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3 **Series: 500**  
4 **Section: 530**  
5 **Policy #: 531.9**

**PERSONNEL**  
**PROFESSIONAL STAFF POLICIES**  
**HEAD ATHLETIC COACH**

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9 **JOB TITLE:** Head Coach

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11 **JOB SUMMARY:** Teaches sport activity on an individual and team basis in preparation for athletic  
12 competition.

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14 **REPORTS TO:** 7-12 Building Principal

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16 **JOB DUTIES:**

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18 1. Supervise the sport program and student athletes within District policy.  
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20 2. Determine and implement game plans and strategies.  
21 3. Direct involvement with new coach hiring for designated sport.  
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23 4. Review effectiveness of policy and make recommendations for change to Athletic Director as  
24 necessary.  
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26 5. Attend all rule meetings, conference selection meetings and awards programs.  
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29 6. Establish performance criteria for participation and lettering. Submits these to athletic director for  
30 approval.  
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32 7. Attend all practice sessions explaining and demonstrating the use of equipment techniques, and  
33 methods of regulating movement of body, hands and feet to achieve proficiency in activity.  
34  
35 8. Provide records to athletic director to include participants, bus lists for traveling games, program  
36 information, letter winners, scores and/or places in events.  
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38 9. Assure cleanliness and safety of playing area and locker rooms including visitors locker room.  
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41 10. Schedule all non-conference events along with athletic director.  
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43 11. Explain District's athletic policy to all team members, set team rules which go beyond the athletic  
44 handbook and provide to Athletic Director and athletes.  
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46 12. Assure that the head coach or designee stays with all students until they have transportation home  
47 following away events.  
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49 13. Exhibit self-discipline, act professionally and monitor student behavior.  
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51 14. Distribute and collect all necessary equipment and uniforms.  
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53 15. Upon completion of the season, compile a complete inventory of equipment, materials, and uniforms  
54 used as well as a list of materials needed for the following year.  
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57 16. Obtain permission of administration for any weekend practice scheduled after the first game/event  
58 of the season. Assure custodial staff is aware of the schedule.  
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62 **QUALIFICATIONS:** Qualifications have been identified as Required or Preferred  
63 for the job.  
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65 (R) = Required  
66 (P) = Preferred  
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68 (R) Interpersonal skills to deal courteously and effectively with students, parents, teachers,  
69 administrators, and the public.  
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71 (R) Working knowledge of all WIAA conference and District policies which govern the particular sport.  
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73 (R) Ability to maintain discipline, encourage individual and team development and exhibit good  
74 sportsmanship.  
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77 **PHYSICAL CHARACTERISTICS:**  
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79 The Dictionary of Occupational Titles characterizes this job as a medium position. Medium work is  
80 defined as: Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force  
81 frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects to a  
82 significant degree.  
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84 The Classification of Jobs further defines the physical factors as: Frequently reaching, handling,  
85 fingering, talking, hearing and working with far visual acuity and good depth perception.  
86 Occasionally balancing, stooping, crouching, working with near acuity, color vision and field of  
87 vision.  
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90 **TERMS OF EMPLOYMENT:** Dependent upon length of season for individual sport.  
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93 **EVALUATION:** Every other year. If a new hire, once every year for the first three years  
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105 **LEGAL REFERENCE:**  
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107 **First Reading: 10/07/91**

**Adopted: 10/21/91**  
**Amended: 08/30/04**  
**Amended: 05-17-10**

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112 **Clerk:** \_\_\_\_\_