

# **412.01R14 Job Description, Coach**

Friday, August 11, 2023

## **Job Description, Coach**

The board of education expects that all persons who are assigned as coaches will have a sincere interest in relating with students in a non-classroom setting; have a balanced perspective toward the role of student activities in an academic setting; have an appreciation for the value of student activities in a student's school and family life; and are advocates for children who take on a dual role of activity participant and student.

The coach shall be assigned, supervised, and evaluated by the school principal and/or activities director; and the duties shall include, but not be limited to, the following:

- I. Coaching individual participants in the skills necessary for excellent achievement in the activity involved.
- II. Communicating with parents, school principal, activities director, and teachers regarding participation requirements, scheduling of practices, meetings, events, transportation requirements, and the progress or status of students with regard to the particular activity.
- III. Maintaining necessary attendance forms and where applicable, insurance records, physicals, permission forms, or other pertinent records.
- IV. Maintaining an inventory of equipment and material as they relate to his or her assigned program, and submitting the season ending inventory to the activities director.
- V. Working with the activities director in the scheduling of intrascholastic or interscholastic activities.
- VI. Overseeing the safety conditions of the facility or area in which activities are conducted during the time students are present. Maintaining adequate care of

equipment, supplies, and school facilities. Reporting faulty equipment and facilities in a timely manner.

VII. Being trained in first aid, including CPR, and training procedures, with health and safety of the students being of prime importance. Being responsible for caring for injured athletes performing under his or her direction until additional medical assistance is secured. Seeing that the injured individual is adequately supervised, in the absence of a medical personnel, and if necessary accompanied to the hospital. Seeing that the injured student's parents or guardians are notified. Completing a written report to the activities director and school nurse of all injuries which require the attention of additional medical personnel.

VIII. Completing all health and safety courses as required by the Nebraska School Activities Association and the school district.

IX. Submitting the entries to the Nebraska School Activities Association, Minuteman Activities Association, and local contest administrators when required.

X. Establishing performance criteria for eligibility in interscholastic participation in his or her activity.

XI. Enforcing discipline and teaching sportsmanlike behavior at all times and shall be responsible for establishing and overseeing penalties for breach of such standards by individual students. Each coach shall be responsible for seeing that all rules or penalties are applied consistently between all participants.

XII. Reporting game scores and other pertinent information to the media.

XIII. Submitting a year-end summary to the activities director, documenting participant numbers, accomplishments, and any other pertinent information requested.

XIV. Participating in year-end awards nights and banquets. Nominating deserving participants for local, regional, and state awards when appropriate.

XV. Submitting annual evaluation of assistant coaches, if applicable.

XVI. Performing such other tasks and duties as may be assigned.

XVII. Minimum physical activities: Having the ability to perform the physical activities and work in the environmental conditions as follows:

- A. Spending time outside during inclement weather possible.
- B. Must occasionally work in noisy and crowded environments with numerous interruptions.
- C. Requires stooping, bending, kneeling, turning, balancing, and reaching.

XV. Minimum educational preparation requirements:

- a. Holds a valid Nebraska teaching certificate or Nebraska Special Services Coaching Certificate.
- b. Previous coaching experience preferred.
- c. Demonstrate effective and articulate use of the English language in both oral and written communications.
- d. Knowledge of computer helpful.

Legal References:

§79-501 District Boards, Hiring of Superintendent, Teachers, and Personnel.

§79-567 Board of Education, Power to Select Officers and Employees.

§79-804 through §79-816 Certification Requirements.

§79-817 Schools, Written Contracts Required.

§79-859 through §79-871

Professional Practices Commission.