



## **Head Coach (Key Man Personnel) Job Description Simpson County Academy, Inc.**

Position: High School Varsity Head Coach

Contract: Yearly

Supervisor: Athletic Director, Headmaster

Range: Salary Negotiable

**Job Description:** The Varsity Head Coach is responsible for all aspects of the program. The coach must demonstrate strong leadership in player and staff development, sportsmanship, integrity and character development. Qualified candidates should possess strong communication and organizational skills.

### **Qualifications Required**

1. Education: A four year degree from an accredited college or university (preferred). Current MAIS Certification, or willing to obtain MAIS Certification.
2. Experience: Past experience working with children in an educational setting (preferred).
3. Knowledge: A strong understanding of the activities and development of current sport and the high school level and have the ability to work closely with children and adults.
4. Clearances: Background Check performed on all new hires.

### **Terms of Employment**

Stipend and work year shall be in accordance with provisions of the current employee agreement. If the employee is unable to meet expectations of the position according to the Athletic Director or Headmaster, the employee may be removed from the position and the salary will be distributed according to the number of days worked.

### **Essential Responsibilities:**

- Foster among the participants and spectators an appreciation of the values of athletics, a desire to perform at the highest level, an attitude of good sportsmanship, and a sense of pride in self, team, school, and community.
- Direct the training, conditioning, and performance of the program and lead and supervise the assistant coaches in their efforts with teams assigned to them.
- Demonstrate current knowledge of strength and conditioning programs.
- Execute such programs during the off-season.
- Emphasize the importance of academic excellence and assist in monitoring and maintaining high academic standards for members of the program.
- Become actively involved with the college recruiting process for team members.
- Direct, supervise, and evaluate regularly the performance of all assistant coaches.
- Promote the program within the school and community.
- Work cooperatively with other head athletic coaches in order to operate a well-balanced athletic program.
- Collaborate with the athletic director in the preparation of schedules for the team.

- Recommend to the athletic director the type and amount of equipment and supplies needed to conduct the baseball program. Provide for the inventory and care of equipment.
- Ensure that all athletes have valid medical examinations and other required qualifications before they are allowed to practice.
- Assist the athletic director to ensure that lists of all players eligible for athletic contests.
- Engage with the parents of the members of the baseball program in a positive and constructive manner.
- Embrace and support the mission of the high school.
- Perform other duties related to the position of head athletic coach as requested by the Headmaster and/or Athletic Director.

**Typical Duties:**

1. Establishes standards of conduct and administers them in a fair, equitable and consistent manner.
2. Monitors and assesses athletic progress and adjusts student instructions accordingly.
3. Creates an environment that is conducive to learning and appropriate to the maturity and interests of the student athletes.
4. Takes all necessary and reasonable precautions to protect student athletes, equipment, materials and facilities.
5. Assists the administration in implementing all policies and rules.
6. Encourages student athletes to set and maintain high standards of behavior on the field or off.
7. Participates, as needed, in team meetings regarding individual student athletes.
8. Is available and meets with student athletes and parents for athletic- and academic-related purposes outside of the instructional day.
9. Attends and participates in scheduled staff and team meetings.
10. Participates in reasonable adjunct duties as assigned on an equitable basis.