

AMELIA COUNTY PUBLIC SCHOOLS  
AMELIA, VIRGINIA 23002  
JOB DESCRIPTION

TITLE: Athletic Coach – Head Football  
REVISION: February 2018  
LOCATION: High School  
STATUS: Non-Exempt, Part Time Stipend

**PRIMARY PURPOSE:**

To promote effective and productive teaching learning situations in the activity assigned. To provide guidance for the student athletes which will encourage and stimulate them to be worthwhile participants and citizens.

**PERFORMANCE AND RESPONSIBILITIES:**

1. Organize and administers all aspects of the football program
2. Assist in the selection of assistant football coaches
3. Supervise and assigns duties to the assistant coaches
4. Evaluate assistant coaches
5. Meet with parents during pre-season concerning rules and regulations
6. Prepare players both physically and mentally for interscholastic competition through practice, teaching of fundamental skills, and knowledge of rules
7. Check eligibility forms and submits to the Activities Director
8. See that all physical and academic requirements are met by each player and submits such information to the Student Activities Director in order to establish VHSL eligibility list
9. Supervise the cleaning, storage, and proper care of all equipment and facilities. Secure all equipment and facilities after practice and games.
10. Requisition, through the Activities Director, supplies, uniforms, and all necessary equipment
11. Foster good school-community relations by keeping the community aware of and responsive to the athletic program
12. Prepare daily practice schedule and conducts practice sessions
13. Attend all VHSL clinics
14. Attend all relevant district, regional, and state recognition programs
15. Follow county financial policies concerning the collection and receipting of funds
16. Responsible for fundraising and maintaining a program budget
17. Be professionally and personally responsible for the order and progress of the team under his/her authority, direction and supervision.
18. Have a general plan of each day's work which will enable the Principal to understand better the work in progress
19. Adjust his/her coaching techniques to meet the needs and abilities of individual students.
20. Request all supplies, equipment, materials and services, through the athletic director using the appropriate method
21. Supervise or make certain that there is adult supervision of the team members when the students are under his/her authority.
22. Enforce the rules and regulations of the school and division

23. Perform such pertinent duties during the period of this assignment as are deemed necessary by the School Board and the Superintendent or designee for the successful and efficient operation of the school system.
24. Comply with all applicable laws, Virginia Board of Education regulations, School Board policies, and regulations of the Superintendent now or thereafter in effect
25. Communicate effectively with others
26. Properly document and report all incidents as required for educational setting
27. Work cooperatively with all staff
28. Act and dress in a professional manner
29. Maintain all confidentiality as required in an educational setting
30. Perform all other tasks and assumes such other responsibilities as may from time to time be assigned by the principal or administrative team

#### MARGINAL JOB FUNCTIONS:

1. Professional Development – Be involved in professional enrichment to the extent necessary and approved to keep abreast of development in the appropriate field related to the essential job functions and to ensure ongoing growth and to advance skills and knowledge.
2. Transportation of Equipment – Lift, move, carry and otherwise transport equipment and materials weighing up to 35 pounds.
3. Professional and Confidential – Be professional in dealing with all school and athletic matters. All matters are to be kept confidential. Reports are made to the appropriate person or group.
4. Working with Groups – Serve with colleague and administrative groups as requested in advancing necessary activities and objectives. Work with parents, staff, administrators, and community members as needed in advancing the related activities and objectives.
5. Record-keeping – Perform all record-keeping functions as are necessary and appropriate.
6. Public Relations - Demonstrate a positive relationship and good overall customer service with all stakeholders.

#### SUPERVISION OF STAFF EXERCISED:

None directly. Assist in supervision of any assistant coaches assigned to the sport in direct relation with the Athletic Director.

#### SUPERVISION RECEIVED:

Athletic coaches performs duties under the supervision of the School Principal with coordination from the Athletic Director.

#### MINIMUM QUALIFICATIONS:

- Internal Teacher or Staff member preferred
- Minimum of a High School Degree or equivalent required
- Post-Secondary Education and/or Training preferred
- Minimum of three years of experience in equivalent work preferred
- Other preferences – demonstrate ability to manage the football program through previous experience as a coach and/or player

## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrate knowledge of teaching, coaching, and instruction related to assigned activity
- Demonstrate knowledge in use of computer/technology and applicable software
- Ability to plan and supervise the work of others, as necessary
- Demonstrate excellent communication skills, both written and oral, and ability to establish and maintain positive and effective working relationships with staff, students, and the public
- Ability to operate computers/technology to manage records and other writing materials
- Ability to orally communicate effectively with others, with or without the use of an interpreter
- Ability to communicate effectively in writing, using the English language with or without the use of auxiliary aids or services
- Ability to review, understand and apply concepts presented in training programs, conferences and/or professional literature
- Ability to work with and cooperate with staff at all levels
- Ability to observe and follow all school division policies at all times
- Ability to keep student and personnel information and records confidential
- Possess high moral standards and integrity
- Demonstrate professional and personal characteristics necessary for working effectively with students, school personnel, and members of the community

## WORKING CONDITIONS AND REQUIREMENTS:

The duties of this position are complex and diverse. Successful candidates must have the ability to multitask, deal with change, and show initiative and assume responsibility for working productively with minimal supervision. Must have the ability to sit or stand for extended periods of time in an office environment and/or in outside elements as necessary for the athletic assignment, see and read a computer screen and printed material with or without visual aids, hear and understand speech at normal levels and on the telephone, speak clearly and in audible tones in person and on the telephone, follow oral and written instructions, and be physically agile to lift up to 35 pounds.

The Amelia County Public Schools reserves the right to update, revise or change this position description and related duties at any time.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

(Updated February 2018)