Sequoia Union High School District
ATHLETIC COACH

Brief Description of Position

The Athletic Coach develops and teaches skills for one or more sports and is responsible for all team activities related to practice and competition.

Administrative Relationship

The Athletic Coach is directly responsible to the athletic director and principal or designated vice principal.

Minimum Degrees/Credentials/Experience Required for Position

Demonstrated knowledge, athletic skills and experience.

Duties and Responsibilities

1. Spend a minimum of eighty (80) hours beyond the school day in assigned sport (involvement includes time spent in practice, uniform and equipment management and supervision).

2. Assume the responsibility (head coach) for preparing both a student body and district budget for assigned sport and submit budget proposals for the next season to the Athletic Director.

3. Attend the league meetings called by the sports chairperson or League Commissioner.

4. Assume the responsibility of seeing that facilities are properly prepared for both practice and games, including maintaining a safe environment for all athletes.

5. Responsible for securing transportation to and from all game assuring that all drivers are legally able to carry passengers and registered with the school.

6. Schedule practice games and secure officials for said games when necessary.

7. Participate in all regional and sectional playoffs to which team is entitled.

8. Meet the league schedule as set forth by the PAL Board of Managers.

9. Assume the responsibility for seeing that each athlete is properly cleared for participation.

10. Be responsible for seeing that athletes follow all district, CIF-CCS, and PAL rules in regard to athletic and academic eligibility.

11. Supervise appropriate locker room(s) prior to and after practice and games.

12. Assume duties of league sports chairperson as rotation requires.

13. Cooperate with local newspapers in supplying interviews and in reporting game results.
14. Assume the responsibility for the management and maintenance of equipment and uniforms

15. Secure all facilities when appropriate or when assigned

16. Abide by all PAL and CIF-CCS rules and regulations

17. Follow PAL and school procedures when games are cancelled

18. Provide first aid to athletes when required

19. Properly train athletes prior to allowing them to participate in games or scrimmages

20. Responsible for maintaining appropriate behavior on the part of athletes at practices, games, and in transit to and from events

21. Assist with scouting duties as appropriate

22. Monitor and record the attendance of athletes

23. Recommend grades to the Athletic Director

24. Prepare and distribute schedules and rosters

25. Coordinate the year-end awards program

26. Perform other related duties as assigned by the principal and/or Athletic Director

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