

CLOVIS MUNICIPAL SCHOOLS JOB DESCRIPTIONS

Position: Head Coach - All Clovis High School Sports

Supervisor: Athletic Director

General Job Description: The Head Coach will establish and maintain an athletic program of the highest caliber in the sport(s) to which they are assigned.

Essential Duties and Responsibilities:

1. Help each participating student achieve a high level of skill, an appreciation for the values of discipline, teamwork, and sportsmanship, and an increased level of self-esteem.
2. Assist in the screening, employment, supervising and assignment of assistant coaches in his/her major sport.
3. Be responsible for the scouting program of assigned sport.
4. Be responsible for monitoring, representing, and having a working relationship with radio, television, print media, and booster clubs.
5. Be responsible for helping represent the district in his/her major sport.
6. Be responsible for a coordinated program, in cooperation with the Athletic Director, in grades 8-12 in his/her major sport.
7. Monitor effective working relationship with junior high school coaches in his/her major sport.
8. Supervise the overall program to which the head coach is assigned in cooperation with the Athletic Director and the principal.
9. Coach individual participants in the skills necessary for excellent achievement in the activity involved.
10. Plan and schedule a regular program of practice in season.
11. Work closely with the Athletic Director in scheduling interscholastic contests.
12. Monitor the response to all rules and regulations in all activities to which they are assigned responsibilities.
13. Recommend purchase of equipment, supplies, and uniforms, as is appropriate.
14. Maintain necessary attendance forms, proof of insurance records, physical records, code of ethics, parent permission forms, and similar paper work.
15. Oversee the safety condition of the facility or area in which assigned sport and/or activity is conducted at all times that students are present.
16. Establish additional performance criteria for eligibility in interscholastic competition in his/her sport and or activity.
17. Enforce discipline and sportsmanship behavior at all times, and establish and oversee penalties for breach of such standards by individual students.
18. Attend to the academic classroom work which may be assigned using acceptable methodology and techniques of teaching.
19. Prepare and submit to the athletic office:
 - A. A list of all athletes participating in your program at least two weeks before the first contest (for eligibility purposes).
 - B. A list of lettermen in your program at the end of the season. (Requirements for lettering are determined by each head coach in their particular sport).
 - C. A complete inventory of equipment at the end of the season.
20. Compile and distribute to all faculty members, assistant principals, and attendance office, a list of athletes that are to be excused from school on each road trip.
21. Call transportation 2-3 days in advance of all road trips to confirm the date and time of your scheduled departure .
22. Provide a safe keeping for valuables during practice and game time.
23. See that all athletes under his/her jurisdiction are well informed as to all athletic eligibility rules and regulations.
24. Limit the time athletes will be out of school to a minimum.

25. See that no student in his/her program participates in more than the maximum number of games/contest than is permitted.
26. Be knowledgeable of rules and regulations regarding his/her sport as presented in the NMAA handbook.
27. Conduct him/herself, when serving in the capacity as a representative of the Clovis School System, in a manner that will not cause any embarrassment to the team, school, or community. Demand the same expectations of all of his/her assistant coaches.

NOTE: While many of the aforementioned responsibilities may be delegated to an assistant coach, it remains the head coach's responsibility to see that his/her program is in total compliance.

Qualifications:

1. Bachelor's degree
2. New Mexico Teaching License with a Coaching Endorsement.
3. Five year experience in teaching.
4. Demonstrated interest and aptitude for performing the task(s) of Head Coach.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Physical Requirements:

Ability to demonstrate the appropriate skills and techniques to be used by the athletes to participate in their particular sport(s) is preferred. Sitting, standing, reaching, squatting, climbing stairs, kneeling, and moving equipment/boxes up to 50 lbs.

Safety and Health:

1. T.B. Test
2. Knowledge of universal hygiene precautions.
3. Knowledge and training in first aid procedures should be required for handling athletic related injuries in their particular sports(s).

Equipment/Material Handled:

Must know how to properly operate or be willing to learn to operate all multi-media equipment including current technology. Must know how to operate or be willing to learn to operate whirlpools, weight machines, and sports aid equipment.

Work Environment:

Must be able to work within various degrees of noise, temperature, and air quality. Work surfaces will vary from concrete to grass to hard wood floors. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. After hour work may be required. May make site or home visits when needed and appropriate. Must be able to work under stressful conditions.

Terms of Employment:

Salary and work year to be established by the Board.

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