

## Coach Job Description

Name: \_\_\_\_\_

School Name: St. Elizabeth Ann Seton City: Keller, TX

**Job summary:** The Coach fulfills the mission of the Catholic school by developing, initiating, and administering the program in a particular sport which adequately prepares the student athlete for interscholastic competition. The Coach is hired and evaluated by the principal

### Essential job functions:

- Supports and upholds the philosophy of Catholic education and the mission of the school
- Acts as a witness to Gospel values by modeling the teachings of the Catholic Church
- Supports and adheres to the Code of Conduct and policies and procedures of the school and Diocese
- Abides by the Confidentiality Policy set forth in the Diocese Employee Handbook
- Models professional conduct and sensible sportsmanship while instilling these characteristics within team members
- Conducts practice sessions and games according to local diocesan policy and league regulations
- Schedules practices and games in consultation with the athletic director
- Verifies student eligibility to practice and participate by completion of physicals, release/hold harmless, and registration
- Monitors the physical condition and fitness of participants and reports injuries to parents and school officials
- Continually monitors and supervises all activities of the participants at all practices and games
- Teaches essential safety skills and strategies to student athletes; monitors safety compliance
- Follows school and diocesan policies regarding academic eligibility, safety guidelines, and transportation rules
- Distributes and collects all athletic equipment and uniforms
- Communicates with athletic director regarding need for early dismissals, field, and gym use
- Ensures that emergency contact information is available at practices and games
- Demonstrates professionalism in conduct, demeanor, and work habits
- Maintains a work schedule that maximizes availability to the school, students and staff

### Important job functions:

- Able to instruct athletes about proper strategy, skills, and rules of the game
- Able to motivate student athletes to perform optimally as an individual athlete and team member
- Uses approved, corrective, and positive discipline procedures in dealing with inappropriate student conduct
- Collaborates with school personnel to enhance the work environment and support academic programming
- Conferences with parents upon request and responds to messages in a timely manner

### Minimum qualifications:

Education/Certification:

- High school or equivalent
- Current CPR certification and first aid training

Experience:

- Previous coaching and/or playing experience

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### Knowledge, abilities, and skills:

- Knowledge of the basic teachings of the Catholic Church
- Knowledge of adolescent physical development and sport skills and regulations
- Expertise, knowledge, and competency in fundamentals of the sport
- Able to communicate effectively in both written and verbal form
- Able to work well with others in the school community
- Skill in handling multiple tasks simultaneously
- Skill in motivating and engaging student athletes
- Skill in organizing and relating information in an understandable format
- Skill in job appropriate technology
- Skill in critical thinking and planning

### Working Conditions:

- Required to work mostly nights and weekends
- Required to manage high to moderate levels of stress
- Required to work in standard gym, field, and school conditions

### Mental/Physical Demands:

- Required to lift or carry athletic equipment and supplies to a minimum of 35 pounds
- Required to maintain composure and avoid inappropriate displays of emotion
- Required to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak on a daily basis
- Required to perform repetitive physical tasks such as computer keyboarding, writing, and reading
- Required to monitor students in a variety of locations including those with noise, activity, and inclement weather

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**FLSA classification:** \_\_\_\_\_ Exempt                                      X   Non-exempt (hourly)

**School classification:** \_\_\_\_\_ Full-time                                      X   Part-time

                                  \_\_\_\_\_ Temporary                                    \_\_\_ Stipend

### Employee Certification

All employees must adhere to the diocesan code of conduct and agree to represent the teachings of the Catholic Church when instructing or advising students, families, or other employees.

According to the Department of Labor, Texas is a “work at will” state. Letters of acknowledgement are not contracts, nor do they bind the employer or the employee to a pre-determined time or guarantee of employment.

By my signature below, I verify that a copy of this document has been provided to me and I have had an opportunity to review it and discuss its contents. I understand this document does not create or imply any employment contract or agreement, and is meant only to be a guide to me in my regular duties. I understand that tasks or assignments may be added or removed from the job description by my supervisor at any time, without prior notice.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_