

WAYNE COUNTY SCHOOLS

JOB DESCRIPTION

TITLE: Coach

Objective: Develop a wholesome and well-planned athletic program in his or her sport.

1. Plan, organize and supervise practice sessions.
2. Assign specific duties, evaluate and supervise assistant coaches under his or her direction.
3. He or she shall be held responsible for his/her conduct, the conduct of assistant coaches and the conduct of the athletes under his/her direction during practice sessions and games.
4. Submit all equipment and supply requests to the principal and athletic director.
5. Submit a list of officials to the athletic director that would be acceptable for officiating contests.
6. Be alert for any injuries or illnesses to the athletes under his or her direction.
7. Cooperate with the principals and athletic director in scheduling athletic contests rests with the principal and athletic director. He shall refer all requests from other schools for games to the principal and/or the athletic director.
8. He or she shall be responsible for the direction of his or her team during athletic contests. If certain game responsibilities are delegated to an assistant coach, it must be evident that such responsibilities, so delegated, remain under the direct supervision of the head coach.
9. The head coach shall be totally responsible for the health and welfare of the athletes participating in his or her program and shall be present at all practice sessions and games except in the case of illness, or in cases other than illnesses, previous arrangements have been made through proper channels to be absent.
10. He or she shall purchase athletic supplies of equipment with a signed purchase order, and shall not accept delivery of any item not specified on the purchase order.
11. He or she shall assist the principal and athletic director in conducting a supply and equipment inventory at least once each year and shall be responsible for reporting lost, destroyed, or stolen equipment to the athletic director.
12. He or she shall be responsible for instructing all athletes in the proper use and care of equipment.
13. Work with the principal and athletic director on plans for scouting opponents.
14. He or she shall not, at anytime, knowingly allow an ineligible student to participate in an athletic contest under penalty of forfeiture of his or her coaching position.