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**Head Boys and Girls Cross Country Job Descriptions**

**QUALIFICATIONS:**

1. Can organize and supervise a total sports program.

2. Has previous successful coaching experience in Track and Field preferably as a Head/Varsity.

3. Has substantial knowledge of the technical aspects of the sport and, at the same time, must continue to

 examine new theories and procedures pertinent to the field.

4. Serves as an appropriate role model for student-athletes through his/her instructions and actions.

5. Attends professional development opportunities (Clinics, etc.) relative to respective sport.

6. Pursues and obtains membership in state-level coaching association of respective sport.

**REPORTS TO:** The athletic director, who provides overall objectives and final evaluation in conjunction with the high school principals

**JOB GOAL**: To instruct athletes in the fundamental skills, strategy, and physical training necessary for them to realize a degree of individual and team success. At the same time, the coach must instruct and demonstrate behaviors that lead to socially acceptable character development, self-discipline, self-confidence, and pride of accomplishment in the student-athletes.

**GENERAL:**

1. Develop a strong influence on the community's image and public relations of Andrean High School. Public exposure is a considerable responsibility and community/parent pressure for winning performance is taxing, but must not override the objectives of good sportsmanship and good mental health.

 2. The position includes other unusual aspects such as extended time, risk injury factors, and due process predicaments.

 3. It is the express intent of this job description to give sufficient guidance to function. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.

**DUTIES AND RESPONSIBILITIES:**

1. Has a thorough knowledge of Cross County and all the Athletic policies approved by the Diocese of Gary and is responsible for their implementation by the entire staff of the sports program.

2. Knows of and interprets existing system, state, and conference regulations.

3. Understand the proper administrative line of command and refer all requests or grievances through proper channels. Will be aware of all public/staff/departmental meetings that require attendance.

4. Supervises student-athletes from the start of practice until the end of practice and will supervise until the last team member has left.

5. Schedule and execute all practices, performances, competitions, and camps/clinics.

6. Communicate with the Activities Office regarding the above schedules and how to make the experience better for students/athletes.

7. Communicate with other coaches/moderators to aid in the scheduling of events and activity sharing with students/athletes.

8. Keep accurate records of uniforms and equipment during handout and turn-in.

9. Communicate with the Activities Office when uniforms/equipment need updates or replacements.

10. Attend preseason parent/student meetings scheduled by the Athletic Office.

11. Assist the Athletic Office in the organization of end-of-season banquets, award letters, special recognitions, and senior night.

12. Continue/establish fundraising efforts in coordination with the Athletic Office.

**STAFF RESPONSIBILITIES:**

1. Establishes the fundamental philosophy, skills, and techniques for team development. Design conferences, clinics, and staff meetings to ensure staff awareness of the overall program.

2. Maintains discipline, adjusts grievances, and works to increase morale and cooperation.

3. Performs other duties that may be assigned by the athletic director/principal.

**ADMINISTRATIVE DUTIES:**

1 Assists in the necessary preparation to hold scheduled sporting events or practices and adheres to scheduled facility times. Coordinates program(s) with maintenance and school employees.

2. Provides documentation to fulfill state and conference requirements concerning physical examinations, parental consent, and eligibility.

3. Provides proper safeguards for maintenance and protection of assigned equipment sites.

4. Advises the athletic director and recommends policy, method, or procedural changes.

**RESPONSIBILITIES TO STUDENTS:**

1. Serves as a mentor to each athlete to promote the development and demonstration of student athletes’ character traits of trustworthiness, respect, responsibility, fairness, caring, and citizenship.

2. Gives constant attention to a student athlete's grades and conduct.

3.  Provide assistance, guidance, and safeguards for each participant.

4. Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant by his/her presence at all practices, games, and while traveling.

5. Completes paperwork on all disabling athletic injuries on proper forms and submits to the athletic office within 24 hours.

6. Directs student managers and assistants (if applicable)

7. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary, and contacts parents when a student is dropped or becomes ineligible.

8. Assists athletes in their college or advanced educational selection (if applicable)

**FINANCE AND EQUIPMENT:**

1.  Recommends equipment guidelines as to type, style, color, or technical specifications.  Responsible for operating within budget appropriations.

2. Collects the cost of any equipment lost or not returned. Is accountable for arranging, issuing, storing, and reconditioning equipment and submits annual inventory for current records.

3. Properly marks and identifies all equipment before issuing or storing.

4. Monitors equipment rooms and coaches' offices.  Authorizes who may enter, issue or requisition equipment.

5. Permits the athletes to only be in authorized areas of the building at appropriate times.

6. Examine locker rooms before and after practices and games, checking on the general cleanliness of the facility. Oversees cleanliness and maintenance of specific sports equipment.

7. Secure all doors, lights, windows, and locks before leaving the building if custodians are not on duty.

8. Instills in each player respect for equipment and school property, its care, and proper use.

**PUBLIC RELATIONS:**

1. Organizes parents, coaches, players, and guests for preseason meetings.

2. Promotes the sport within the school by recruiting athletes who are not in another sports program and promotes the sport outside the school through news media, little league programs, or in any other feasible manner.

3. Prepares quality, effective, and valid communication through oral or written releases to local media.

4. Maintains good public relations with news media, booster club, and parents

Interested applicants, please send a resume/cover letter to:

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