

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Middle School Head Coach

Supervisor: District Athletic Director
Middle School Athletic
Director
Head Varsity Coach

FLSA Status: Non-Exempt

Employee Group: Differential

Qualifications:

1. Valid Illinois Teaching Certificate or meet current IHSA eligibility regulations for coaches
2. Previous experience in coaching or participating in sport preferred

Terms of Employment:

- Year-to-Year Contract
- Differential

Duties and Responsibilities:

1. Carry out and assure that all coaches in the program are updated on rules of the sport, regulations in the IHSA handbook, Target and District policies concerning athletics.
2. Provide overall supervision of the program, including middle school teams (if appropriate), Freshman, Sophomore, and JV Teams.
3. Establish assignments and duties of assistant coaches within the program.
4. Work with Athletic Director to develop the master practice schedule related to the particular sport.
5. Perform general maintenance and care of equipment.
6. Report weekly throughout the season to the athletic director with regard to the developments of the program.
7. Develop and maintain a complete inventory of the equipment and uniforms used during the season and update at the end of the season.
8. Maintain and provide reports as requested by the athletic director.
9. Build positive sportsmanship and develop good public relations in the school and community.
10. Document that each individual in the program has had a physical exam by the first day of practice.
11. Monitor general health and welfare of students in the program and get those who are injured or ill in contact with the district athletic trainer.
12. Responsible for the actions and conduct of team whenever they are involved in a school sponsored activity.
13. Take appropriate action to see that practice/play areas, showers, locker rooms, and equipment are in good repair.

14. Responsible for following District policy and procedures regarding team travel.
15. Keep current with best practices and requirements as they relate to your job assignment.
16. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.
17. Represent the Harlem Consolidated School District in a professional manner.
18. Utilize an appropriate range of strategies and resources encompassing all forms of diversity while promoting equity and inclusion.