



## Job Description

**Position:** Coach  
**Classification:** Adjunct, Exempt  
**Ministry Areas:** Athletics  
**Interfaces:** Students, parents, administrators, staff, other stakeholders as appropriate

**Primary Reporting Relationship:** Athletic Director  
**Secondary Reporting Relationships:** Head of School

**Mission:** Providing quality Christian education impacting lives for now and eternity.

**Job Purpose:** The coach shall prayerfully help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God.

### Employee Profile:

- Acceptance of and agreement with the Bay Area Church statement of faith and standard of conduct
- A strong, clear Christian testimony
- A lifestyle that displays an ongoing personal relationship with God and a commitment to serve Him daily

### Major Responsibilities:

- Reflect the purpose of the school which is to honor Christ in every class and in every activity.
- Integrate Biblical principles and the Christian philosophy of education throughout activities.
- Represent the school in a favorable and professional manner.
- Model and teach leadership to students while leading students to a realization of their self-worth in Christ.
- Set goals and teach students how to obtain them.
- Model and teach students team-work skills.
- Teach students how to apply athletic lessons to success in life.
- Set high standards for language and be a good example. No profanity.
- Motivate your team with a positive attitude making the athletic experience fun.
- Ensure that all participants feel important by allowing for playing time whenever possible.
- Understand that middle school participation is mandatory.
- Utilize valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy.
- Enforce rules of conduct by keeping proper discipline on the school premises for a good learning environment. Be firm, fair and consistent in discipline.
- Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration. Maintain communication with parents.
- Cooperate with the Board and administration in implementing all policies, procedures, and directives governing the operation of the school.

### Pre-Season Responsibilities:

- Collect from each participant a current physical examination form completed by a doctor for the current school year. (Physical is good for one year on file) No student will participate in any tryouts, practice, or contest without an exam on file
- Distribute Athletic Handbook to Student-Athletes
- Discuss Team rules, regulations, and requirements
- Distribute practice and contest schedules
- Inspect equipment and uniforms

- Submit a list of all athletic participants to the athletic office for the master eligibility list before first contest
- Inventory of all equipment
- Issue equipment to participants

#### In-Season Responsibilities

- Daily practice sessions (planned and organized)
- Supervision of athletes. YOU are responsible for your team's behavior at all times when you are with them.
- Supplies and Equipment security
- Indoor Sports (Volleyball and Basketball) need to sweep and clean the gym floor after every game and practice.
- Report athletic injuries. Report all injuries within 24 hours from the time the injury occurs to the Athletic Trainer
- Get written doctor and parent approval following serious injuries or illness that required care/treatment by a doctor BEFORE athlete is allowed to participate in practice/contest
- Athletic training and First Aid is your medical limit as a coach, do not give medical treatment that is suitable for a medical professional
- Report any additions to the team roster immediately to the athletic office to be added to the master eligibility list
- Head coaches are responsible for reporting ALL game results on the Bronco Mobile App
- Varsity Head Coaches are responsible for reporting ALL game results on TAPPSTER
- Enforce Athletic Handbook and Team Rules
- Adhere to and support the academic eligibility of your student-athletes
- For excused absences from class due to sports, it is the student's responsibility to check with the teacher prior to the absence, if possible, for the assignments. Remind your athletes to check with the teachers whose classes they will miss and receive the assignments BEFORE they leave for the game
- Ride the bus with your athletes to all contests
- All athletes are expected to travel to and from all away contests in transportation provided by or arranged by the school. Boys and girls will not sit together
- In case of personal or family inconvenience, other travel arrangements may be made with the coach. If the parent of the athlete wishes for the athlete to ride home with an adult (other than the parent), they must provide the coach with written notification 24 hours in advance. Athletes will only be released to adults (over age 18). Parents/legal guardians transporting their own children from away games will need to sign their student out with the coach. Upon departing the contest, the coach will have a team roster to check attendance. The coach will then be responsible for transporting students whose parents did not check them out.

#### Post-Season Responsibilities

- Each coach of an athletic team has certain duties and responsibilities, which shall be completed at the close of a sports season. The duties include:
- Collect all uniforms and equipment in a timely manner
- Inventory and storage of supplies, uniforms, and equipment
- Complete the end of the season report and submit it to the Athletic Department
- Formally evaluate your coaching staff
- Evaluate your program and look for ways to improve on and off the field/court
- Plan and speak at sports chapel (formal and informal) including parents, family, and student-athletes
- Present district awards at sports chapel
- Assist athletically capable senior athletes in every way possible to obtain financial assistance to participate at the college level. (Scholarships, grants, financial aid, etc)

- Adjunct coaches must turn in keys to the athletic office after their final season
- HS coaches attend TAPPS general meetings in June

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, balancing, walking, kneeling, stooping, crouching, crawling, pushing, pulling, reaching, lifting and climbing. The employee in this position will be required to use fingers and hands to work including picking, pinching and typing, grasping, feeling, and repetitive motions of the wrists, hands, and or fingers. The employee in this position must be able to exert up to 50lbs of force occasionally, and/or up to 30lbs of force frequently. Specific vision abilities required for this job include using visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned.

**Work Environment**

While performing the duties of this job, the employee will be exposed to environmental conditions. Activities occur both inside and outside. The employee in this position will be subject to ambient noise causing the employee to shout in order to be heard above the noise level.

I have received, reviewed and fully understand the job description for the **Athletics Coach** position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

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