

Job Description

Position: Stipend Coach

Classification: Seasonal, Stipend Exempt

Primary Reporting Relationship: Athletic Director

Secondary Reporting Relationships: Head of School

Ministry Areas: Bay Area Christian School - Athletic Dept.

Interfaces: Students, parents, administrators, staff, other stakeholders as appropriate

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

Profile: Our organization has a culture lead by a collaborative and cohesive team that is dedicated to accomplishing our mission while living a lifestyle that demonstrates our **Values:**

- Gospel Restoration
- Spirit and Truth Empowerment
- Relentless Love
- Hands-On Service
- Kingdom Partnership

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

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.

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
- Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration
- Maintain regular communication with parents
- Lead students to a realization of their self-worth in Christ
- Model and teach leadership to students
- Set goals and teach students how to obtain them
- Model and teach students teamwork skills
- Teach students how to apply athletic lessons to success in life
- Set high standards for language and be a good example
- Motivate your team with a positive attitude making the athletic experience fun
- Ensure 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
- Cooperate with the School Board and administration team in implementing all policies, procedures, and directives governing the operation of the school

Coach Pre-Season Responsibilities

Each coach of an athletic team has certain duties and responsibilities, which shall be completed prior to and at the beginning of a sports season. These duties include:

- No student will participate in any tryouts, practice or contests without a physical on file.
- All JH/HS Coaches will attend all mandatory coaches meetings; Failure to attend will result in reprimand and subsequent dismissal of duties
- 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 the first contest
- HS Coaches complete TAPPS RankOne coaches compliance before the season begins
- Issue equipment and order gear to participants (this includes online BSN stores)
- Coaches cannot leave the campus until all students have been picked up by a parent (games and practices)

Coach In-Season Responsibilities

Each coach of an athletic team has specific responsibilities, which shall be carried out during the time the season is in progress. These duties include:

- Daily practice sessions (planned and organized)
- Supervision of athletes; You are responsible for your teams' behavior at all times when you are with them
- Supplies and equipment security
- Building and facilities security
- Indoor sports (volleyball & basketball) need to sweep and clean the gym floor after every game and practice
- Reporting athletic injuries; Report all injuries within 24 hours from the time of an injury to the athletic trainer
- 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 entering their teams' schedule and also reporting ALL game results on RankOne
- Enforce athletic handbook and team rules
- Adhere to and support the academic eligibility of your student-athletes
- For excused absences from classes 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 teacher's whose classes they will miss and receive the assignments BEFORE they leave for a 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
- Practices and tryouts are closed to parents
- Head Coaches are responsible for filling specific roles for their games: clock, book, chains, concessions, announcer, senior night, and/or anything else related to your event
- Coaches must make sure to lock doors and turn off lights at the end of practices and games
- Coaches cannot leave the campus until all students have been picked up by a parent (for both games and practices); Coaches should wait with students in an open, visible area, which helps maintain an appearance above reproach
- Head Coaches will need to hold a parent meeting before their first game is played
- Varsity Head Coaches will meet with the Athletic Director for bi-weekly coaches meetings during their season

Coach Postseason 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 after the last game of the season
- Inventory and storage of supplies/uniforms/equipment
- Evaluate your program and look for ways to improve on and off the field/court
- Plan and speak at sports banquet (formal or informal) including parents, family, and student-athletes
- Present district awards at the sports banquet or end of the year team dinner
- 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 athletic facilities after their final season concludes
- 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 **Stipend 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 _____