



## COACH JOB DESCRIPTION

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**Job Title:** Coach

**Division/Department:** Athletic Department

**Reports to:** Athletic Director

Full-time

Seasonal (Salaried)

Exempt

Non-Exempt

### **Spiritual Qualifications:**

Spiritual maturity is necessary for all staff that works with our youth. It is expected that the following spiritual characteristics will be true in a WCS staff member:

- Must be a “born-again” Christian who knows the Lord Jesus Christ as Savior (John 3:3, 1 Peter 1:23).
- Accept, without reservation, and actively support the Wayside Christian School's Statement of Faith.
- Agrees with Wayside Christian School's mission statement and will work towards fulfilling that mission to the best of his/her ability.
- Affirms the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God, our standard for faith and practice.
- Maintains faithful attendance at a local church whose fundamental beliefs and practices are in agreement with the Wayside Christian School and Wayside Chapel Statement of Faith (Hebrews 10:25).
- Models a consistent daily walk with Jesus Christ in speech, actions, and attitudes. This includes being committed to God’s biblical standards for sexual conduct. (Luke 6:40)
- Sets an example of the importance of prayer, Scripture memorization and study, witnessing, and unity in Christian fellowship.
- Possess a conviction of God’s calling to the Christian school ministry.
- Follows Matthew 18 principle in dealing with students, parents, administration, and staff.

### **Personal Qualifications:**

- Sign and live by the School's Lifestyle Statement as a condition for employment and continued employment in this ministry.
- Have the spiritual maturity and personal leadership qualities to “train up a child in the way he should go.”
- Demonstrate a sensitivity and ability to interact effectively with staff, parent, volunteers, and children.
- Meet everyday stress with emotional stability, objectivity, and optimism.

- Understand the importance of discernment, discretion, and confidentiality in the operation of the school.
- Develop and maintain rapport with students, parents, and staff by treating others with courtesy, patience, friendliness, dignity, respect, and a good sense of humor.
- Defend principles and conviction in the face of pressure and partisan influence.
- Recognize his/her own mistakes and take measures to correct them.
- Respectfully submit and be loyal to constituted authority.
- Seek to appreciate and understand the uniqueness of the community.
- Recognizes the need for good public relations; represents the school in a favorable and professional manner to its constituency and the general public
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy

**Professional Qualifications:**

- High School graduate or equivalent
- Effective communication skills
- Ability to plan, organize, and execute department goals.
- Prior coaching experience in the sport applying preferred
- Ability to work in a team environment
- Obtain/maintain all necessary coaching requirements (NFHS Courses, CPR, and First Aid)
- Effective active-listening skills
- Demonstrate a reasonable level of computer literacy. Basic proficiency is needed in word processing, e-mailing, and accessing the Internet.

**Duties and Responsibilities:**

***Professional Responsibilities:***

- Demonstrate knowledge of the fundamental skills and techniques as well as the advanced techniques needed for high school athletics.
- Ability to communicate ideas and directives clearly and effectively both orally and in writing.
- Knowledge of child/adolescent development and an understanding of age-appropriate tasks.
- Create a Christ-centered environment characterized by love, respect, and rightful authority.
- Model a life that is a positive example for athletes, the student body, and community.
- Integrate biblical truth and worldview into practice plans and other team functions.
- Exercise appropriate discipline with a redemptive goal.
- Follow the athletic policy (handbook) so there will be consistency in dealing with athletes in a fair manner.
- Communicate/discuss any potential discipline or suspension of an athlete with the athletic director and administrator prior to any decision being made.
- Maintain appropriate confidentiality when handling student and school family information.
- Plan and conduct a preseason parent meeting.
- Construct and execute daily and weekly practice schedules.
- Communicate daily and weekly with athletes and parents through email, phone calls, and meetings details and changes as they relate to schedules, transportation, and policies.
- Ensure the safety of students.

- Notify parents of athlete(s) and the athletic director when injuries occur.
- Assume responsibility for all equipment and inventory in conjunction with the athletic director.
- Assume responsibility for managing the handing out, collecting, cleaning, and storing of equipment.
- Set up itineraries and van schedule for away games.
- Carry emergency medical information for each athlete at all activities including practices, games, and team functions.
- Be present at all practices and contests or have a designated coach in charge until all players have left the field or building.
- Prepares for home games by: preparing the playing surface (sweeping floor, marking field), readying visitor locker rooms, setting up scoreboard, supplying game balls.
- Insure clean up of locker rooms, bench area, and vans after games and practice.
- Enforce proper behavior in vans, restaurants, and locker rooms.
- Cooperate with other sports coaches to develop a total athletic program.
- Work cooperatively with the teaching staff, administration, and parents.
- Work cooperatively with the athletic director
- Participate in and help prepare for awards assembly.

***Other Duties and Responsibilities:***

- Assist in the collection of required student-athlete forms (e.g., physicals, Lyndsay's Law, etc.).
- Discuss procedures and responsibilities with assistant coaches
- Keep abreast of new techniques and innovations by attending clinics and reading material
- Promote the program to the students, parents, and community
- Assist the athletic director in scheduling contests
- Other duties as assigned by the athletic director

***Public Relations:***

- Represents the school and is polite and courteous at all times.
- Develops positive parent relationships through clear and effective communication.
- Gives prompt attention to and directs toward the proper authority all complaints and problems of students, parents, or complaints against the school in general.

## Physical Requirements

<b>Working Environment</b>	<b>Rarely</b>	<b>Occasional</b>	<b>Frequent</b>	<b>Daily</b>
<b><i>Outdoor Duty</i></b>				
Cold (50 deg. F or lower)		X		
Heat (90 deg. F or higher)		X		
Chemicals/Solvents		X		
Noise			X	
High Stress			X	
Interruptions			X	
Overtime Necessary	X			
Climbing Stairs		X		
Crawling	X			
Standing/Sitting/Walking/Bending				X
Running		X		
Kneeling		X		
Reaching over Shoulder			X	
Pushing/Pulling		X	X	
<b><i>Lifting/Lowering/Carrying</i></b>				
Up to 20 lbs.			X	
Up to 50 lbs.		X		
More than 50 lbs.		X		
Telephone			X	
Fax/Copier	X			
Computer/Printer		X		
AV Equipment	X			
<b><i>Other</i></b>				
On Time Arrival				X
Summon Emergency Help	X			
Apply CPR/First Aid	X			
Lead field trips	X			
Communicate Data				X
Prepare Reports		X		
Driving			X	

*Having read the job description for this position. Is there any reason why you might be unable to perform the duties and responsibilities of the position you are applying for? \_\_\_\_\_ Yes \_\_\_\_\_ No (If yes, please explain)*

*If you answered "yes" to above question, is there anything that the school can do to reasonably accommodate your needs so that you would be qualified to perform the duties and responsibilities of this position?*

*Do you have any personal responsibilities or other commitments that may prevent you from meeting this position's requirements? \_\_\_\_\_ Yes \_\_\_\_\_ No (If yes, please explain)*

*This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee.*

*My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.*

**Print Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_