

JOB DESCRIPTION – DIRECTOR OF ATHLETICS

*This is a generic job description, and may be more specific as set by appropriate authorities.

Desired Qualification to Include

- Valid teacher certification
- At least five years successful teaching and head coaching experience.
- Valid administration certificate preferred
- Certified Athletic Administrator determination preferred

Primary Responsibility

To provide each enrolled student in the Everett School District with an opportunity to participate in extra-curricular athletic activities that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sports, and the principles of fair play.

Supervision - Supervises School District Athletic Program and Building Athletic Coordinators

Directly responsible to: Associate Superintendent of Instruction

Examples of Performance Responsibility to Include

- 1) Organizes and administers the overall program of extra-curricular athletics, both intramural and interscholastic for the district.
- 2) Fosters good school-community relations by keeping the community aware of and responsive to the athletic program.
- 3) Assumes responsibility for the organization and scheduling of all interscholastic athletic events.
- 4) Hires team physicians and security personnel as required.
- 5) Responsible for scheduling and coordinating maintenance of Everett Memorial Stadium with the Maintenance Department.
- 6) Administers WIAA Coaches Standards.
- 7) Responsible for coordinating all athletic events at Everett Memorial Stadium.
- 8) Works cooperatively with the Purchasing Department in the ordering of supplies and materials.
- 9) Arranges the stadium practice schedules for the use of Everett Memorial Stadium.
- 10) Make all necessary arrangements for the use of non-school playing fields and facilities for Everett Memorial Stadium.
- 11) Supervises and evaluates, as appropriate, athletic coaches and programs.
- 12) Assist Athletic Coordinators in the selection of coaches.
- 13) Assists in establish rules and regulations applicable to athletics.
- 14) Responsible for releases to news media concerning athletics.
- 15) Responsible for overseeing all elementary school athletics and interscholastic activities.
- 16) Responsible for coordinating district tournament and games.
- 17) Responsible for insurance, medical and physical forms.
- 18) Responsible for having spectator programs printed for athletic events at Everett Memorial Stadium.
- 19) Responsible for approving applications and arranging for all community organization and groups using and renting Everett Memorial Stadium.
- 20) Evaluate athletic programs annually to ensure that equal opportunities are available to members of both sexes with respect to interscholastic, club or intramural athletics that are operated, approved, or otherwise provided by the school district.
- 21) Conduct athletic coordinator meetings monthly.
- 22) Responsible for arranging coaching clinics related to Coaches Standards.

JOB DESCRIPTION – DIRECTOR OF ATHLETICS, Cont'd

- 23) Assists Athletic Coordinators in the enforcement of league, district, state and WIAA policies and regulations.
- 24) Coordinates the selection and repair of athletic equipment for the school district.
- 25) Performs such other duties as directed by the Associate Superintendent and Superintendent.

JOB DESCRIPTION – HIGH SCHOOL ATHLETIC COORDINATOR

*This is a generic job description, and may be more specific as set by appropriate authorities.

Reports to: District Athletic Director and Building Principal

Supervision: Supervises Building Athletic Coaches

Basic Function: Responsible for the implementation of an appropriate and effective athletic program for the building.

Primary Responsibilities:

- 1) Administer athletic budgets (Includes being accountable for all athletic spending).
- 2) Responsible for gym set up for athletic events.
- 3) Prepare visitor's locker rooms for all athletic events in the gym.
- 4) Coordinate a work crew for all athletic events except football and soccer.
- 5) Arrange for gym clean up after all athletic events.
- 6) Coordinate all practice times for all athletic programs at your site.
- 7) Keep all student-athlete clearance information on file and up to date.
- 8) Help coaches prepare schedules when necessary and make sure athletic events and activities do not conflict.
- 9) Aid coaches in arranging transportation with the Transportation Department.
- 10) Sit in on disciplinary action involving the district athletic code.
- 11) Keep records of participants, letter-persons and special award winners and award special athletic awards at the annual award assembly.
- 12) Assist in determining the athletic department needs, personnel, and coaching loads.
- 13) Coordinate the athletic program with the total educational program.
- 14) Participate in district athletic coordinators meetings.

Requirements:

- 15) Knowledge of the overall operation of an athletic program. Previous experience as a coach is desirable.

Education:

- 16) A valid Washington State Teaching Certificate.

JOB DESCRIPTION – MIDDLE SCHOOL ATHLETIC COORDINATOR

*This is a generic job description, and may be more specific as set by appropriate authorities.

Reports to: District Athletic Director and Building Principal

Supervision: Supervises Building Athletic Coaches

Basic Function: Responsible for the implementation of an appropriate and effective athletic program for the building.

Primary Responsibilities:

- 1) Keep all student athletic clearance information on file and up to date.
- 2) Conduct coach's meetings for each sport to review responsibilities to the league.
- 3) Monitor coaches as to procedures for practice plans, eligibility lists, injuries, return to play releases, first aid certification and lettering criteria.
- 4) Participate in disciplinary action decision involving the district athletic code.
- 5) Make the recommendations for maintenance of adequate and safe athletic practices.
- 6) Be responsible for game management and arrange for set up for all home athletic contests including announcers, timers, scorekeepers, and officials.
- 7) Aid in storage of athletic equipment and maintain equipment inventory sheets.
- 8) Help establish transportation and classes to cover schedules.
- 9) Help resolve game and transportation schedule conflicts with coaches and the athletic director.
- 10) Serve as a member of the ASB budget committee.
- 11) Arrange awards such as trophies and participation certificates.
- 12) Maintain an active, well-balanced athletic program that promotes sportsmanship and welcomes competing teams and guests.
- 13) Participate in district athletic coordinators' meetings.
- 14) Assist the principal and athletic director in the selection and evaluation of coaches.
- 15) Perform such duties for the athletic program as the athletic director or principal direct.

Requirements

- 16) Knowledge of the overall operation of an athletic program. Previous experience as a coach is desirable.

Education:

- 17) A valid Washington State Teaching Certificate.

JOB DESCRIPTION – MIDDLE & SENIOR HIGH HEAD COACH

*This is a generic job description, and may be more specific as set by appropriate authorities.

Reports to: Building Principal and Athletic Coordinator

Supervision: Supervises assistant coaches and his/her athletic team

Basic Function: To carry out the goals and objectives of the athletic program of the Everett School District.

Primary Responsibilities:

Year Round Responsibilities:

- 1) Attend rules clinics, workshops, classes, etc. that are required to maintain district and WIAA coaching certification standards.
- 2) Keep abreast of new knowledge and innovative ideas and techniques by attendance at clinics and reading in his/her field and encourage his/her assistant coaches to do the same.
- 3) Understand the WIAA rules and regulations regarding his/her sport.
- 4) Keep abreast of the rules and rule changes of his/her sport.
- 5) Assist Building Coordinator as needed to carry out any special rules.
- 6) Be a member of a professional's organization such as the Washington State Coaches Association.
- 7) Be responsible for promoting his/her sport throughout the school district and community; work closely with senior high and middle school coaches and take an active interest in their program while working within district parameters.

Seasonal Responsibilities:

- 1) Assume responsibilities for proper clearance of all athletes and adhere to all clearance procedures.
- 2) Arrange for the payment of necessary fees.
- 3) Augment the accident reporting and insurance procedures as outlined in the Coaches' Handbook.
- 4) Provide accurate information needed to compile eligibility lists, risk management forms, and other reports.
- 5) Explain to his/her team all the team, school, district, league and state regulations.
- 6) Clarify to athletes the letter award policy.
- 7) Arrange for a systematic check out of school equipment.

During Season:

- 1) Provide information for transportation, officials, and game management.
- 2) Assume responsibility for constant care of equipment.
- 3) Carefully follow the procedures for initiating work purchase orders.
- 4) Assume supervisory control over all phases of teams in his/her program.
- 5) Organize and schedule practice sessions on a regular basis with the idea of developing the athlete's greatest potential.
- 6) Apply discipline in a fair, firm, and positive manner.
- 7) Emphasize safety precautions and be aware of the best training and injury procedures.
- 8) Conduct himself/herself in an ethical manner during practice and contests.
- 9) Provide any publicity information that would aid his/her program and athletes.
- 10) Instruct player's concerning rules and rule changes, new knowledge, and innovative ideas and techniques.

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- 11) See that building regulations are understood and enforced.
- 12) Develop a line of communication with athletes' parents, i.e. clinics, social hour, parent nights, etc.

End of Season:

- 1) Arrange for systematic return of all school equipment and hold the athlete responsible for all equipment not returned.
- 2) Arrange for cleaning, storing, and inventorying all equipment that needs to be purchased or repaired.
- 3) Maintain an inventory of equipment needed to be purchased or repaired.
- 4) Be concerned with the care and maintenance of facilities by making recommendations concerning additions and improvements.
- 5) Arrange for issuing letters and special awards earned.
- 6) Submit recommendations for next year's schedule and budget.
- 7) Maintain records of team and individual accomplishments.

JOB DESCRIPTION – MIDDLE & SENIOR HIGH ASSISTANT COACH

*This is a generic job description, and may be more specific as set by appropriate authorities.

Reports to: Head Coach

Supervision: Athletes

Basic Function: To carry out the goals and objectives of the athletic program of the Everett School District.

Primary Responsibilities:

Year Round Responsibilities

- 1) Understand the WIAA rules and regulations regarding his/her sport.
- 2) Keep abreast of rules and rule changes of his/her sport.
- 3) Maintain proper district and state coaching certification standards and keep abreast of new knowledge, innovative ideas and techniques by attendance at clinics, workshops and reading in his/her field.
- 4) Assist the head coach in carrying out his/her responsibilities.
- 5) Be a member of a professional organization such as the Washington State Coaches Association.

Seasonal Responsibilities – Before the Season

- 1) Assist the head coach in proper registration of all athletes.
- 2) Assist the head coach in making systematic issuance of school equipment.
- 3) Assist the head coach in providing accurate information needed to compile eligibility lists and other reports.

During the Season

- 1) Assume responsibility for constant care of equipment and facilities being used.
- 2) Assume supervisory control over athletes and teams assigned to him/her and to assume supervisory control over all athletes in the program when such control is needed.
- 3) Be in regular attendance at practice sessions.
- 4) Apply discipline in a fair, firm, and positive manner.
- 5) Emphasize safety precautions and be aware of the best training and injury procedures.
- 6) Conduct himself/herself in an ethical manner during practice and contests.
- 7) Provide the head coach with information needed in making game reports and publicity releases.
- 8) Instruct his/her players concerning rules and rule changes, new knowledge and innovative ideas and techniques.

End of Season

- 1) Assist in the return and inventory of school equipment.
- 2) Recommend facility maintenance and improvements.
- 3) Recommend equipment to be purchased.
- 4) Recommend athletes for and assist with the presentation of letter awards.
- 5) Recommend school improvements.

JOB DESCRIPTION – VOLUNTEER COACH

*This is a generic job description, and may be more specific as set by appropriate authorities.

Reports to: Head Coach

Supervision: Athletes, under direction and direct supervision of a Head or Assistant Coach.

Basic Function: To carry out the goals and objectives of the athletic program of the Everett School District.

Primary Responsibilities:

General

- 1) Must keep a current First Aid/CPR Certification.
- 2) Understand the rules and regulations regarding the sport and expectations for coaches as presented in the WIAA Handbook.
- 3) Keep abreast of rules and rule changes of the sport.
- 4) Keep abreast of new knowledge, innovative ideas and related techniques by attendance at clinics, workshops and reading related materials.
- 5) Fulfill WIAA Coaches Standards requirements.

During the Season

- 1) Assist in implementing “Athletic Standards” as outlined in Coaches’ Handbook and District Policy.
- 2) Assume responsibility for constant care of equipment and facilities being used.
- 3) Assume supervisory control over athletes and teams as assigned by the regular coaching staff.
- 4) Be in regular attendance at practice sessions and contests. This may be adjusted for this position, but definite understanding should be established.
- 5) Apply discipline in a fair, firm, and positive manner, as designated by the regular coaching staff.
- 6) Emphasize safety precautions and be aware of best training and injury procedures.
- 7) Assume any other coaching responsibilities delegated by the Head Coach.
- 8) During the season, the volunteer coach must report to the building athletic coordinator on a weekly basis. Out of season, the volunteer must report to the athletic coordinator at least once a month, either via personal appointment, or via telephone.

Assignment and Procedure

- 1) Volunteer coaches must obtain a volunteer application at the site(s) in which they are going to volunteer.
- 2) Volunteer coaches must obtain Principal and Athletic Director approval to assume this position.

JOB DESCRIPTION-STUDENT VOLUNTEER

*This is a generic job description and may be more specific as set by appropriate authorities.

Reports to: Head and Assistant Coaches

Supervision: None. Student volunteers must always be under the direct supervision of paid coaches.

Basic Function: Assist the head coach in management of the sports team and help coach with drills.

Primary Responsibilities:

- 1) Work with adult coaches in drilling situations.
- 2) Offer feedback to players only in the presence of an adult coach.
- 3) Inform adult coaches of hazardous situations.
- 4) Inform adult coaches when athletes are injured.

Restrictions:

- 1) Students may not assist at the high school from which they graduated for three (3) years from the date of graduation.
- 2) Students shall not be the primary supervisor of other students regardless of age.
- 3) Student volunteers will not administer first aid or CPR to injured athletes.
- 4) Student volunteers will not run drills independently. They may assist an adult coach in drilling situations.