

# Job Description

## Junior High School Coach:

Reports to: Junior High School Principal

### Qualifications:

1. High school diploma or equivalent
2. Possesses good knowledge of the sport assigned including, but not limited to knowledge of training and conditioning techniques and the ability to diagnose player deficiencies and prescribe corrective activities
3. Possessed a good ability to communicate with parents and students
4. Possessed and maintain a moral character that is in congruence with the expectations of the Valdez City School Board
5. Has a current CPR/First Aid Card
6. Must provide appropriate background check when hired
7. Must be able to complete AASA Coaching Certification

### Preferred Qualifications:

1. Basketball coaching experience
2. Other coaching experience
3. Experience working with junior high school age youth

### Responsibilities:

1. Assigned duties and responsibilities to assistant coaches with approval of the principal.
2. Coordinate the issuance, care and inventory of equipment, supplies and uniforms.
3. Assist in purchasing equipment, supplies and uniforms for the particular sport.
4. Assists in setting up practice times.
5. Supervise students at all times from the time practice or activity starts until the student leaves for home. At no times shall students be without direct supervision of a coach.
6. Coordinate the security of all facilities used by the team and coaching staff.
7. Submit the following forms to the JH office:
  - a. complete team roster (please keep updated with all the adds and drops).
  - b. Copy of attendance records and practice plans.
  - c. End of the season report.
8. Ensure that all students have a current physical before they participate.
9. Show respect for officials, opposing coaches, visiting teams, parents, fans, students, athletes, fellow coaches and teaching staff.
10. Be a leader among young student athletes as an athletic coach.
11. Notify all members if the team of all policies, procedures, and training rules.
12. Be responsible for the conduct of student athletes and other involved students at all times practices, games, bus rides, other schools, and etc.
13. Perform any other duties or responsibilities related to the coaching position as needed or directed by the JH principal.