ATHLETICS

- Assistant Coach
- Head Coach

Assistant Coach

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

TITLE: Assistant Coach

QUALIFICATIONS:

I. Education/Certification: High School diploma, or equivalent. Hold a valid State of Maine Criminal History Records Check Approval. High School coaches must maintain MPA coaches' certification. Middle school coaches must take first aid course and be CPR certified.

II. Special Knowledge:

    I. Knowledge and background in the assigned sport.

    II. Has the ability, desire and knowledge to be totally conscious of the sensitive nature of adolescent development. It is expected that this role will empower the coach with the ability to provide the student with an atmosphere in which each person is treated with respect and dignity, the opportunity is available to improve skill development, and there is a climate conducive to accumulation of knowledge through a cooperative learning experience. Through his/her conduct, the coach will provide for the expression of professional attributes, good sportsmanship, and serve as a positive role model for our students.

III. Experience: Previous coaching experience in the sport assigned is desirable.

REPORTS TO: Head Coach and Athletic Administrator

JOB GOAL:

I. To carry out aims and objectives of the sport as outlined by the Head Coach.

II. To instruct athletes in individual and team fundamentals, strategy, and physical training necessary for them to realize a degree of individual and team success.

PERFORMANCE RESPONSIBILITIES:

I. Has a thorough knowledge of all Athletic Policies approved by the Cape Elizabeth School Committee and is responsible for its implementation.

II. Conducts themselves in an appropriate professional manner, serving as a role model for the student athletes.

III. Has knowledge of existing system, state and league regulations and implements these regulations consistently.

IV. Understands the proper administrative line of command and refers all student and parent request of grievances through proper channels. Is aware of all public/staff and departmental meetings that require attendance.

V. Maintains discipline and works to increase morale and cooperation with the school athletic program.

WORKING CONDITIONS:

I. Mental Demands: problem solving, flexibility, evaluating, organizing, consulting, planning, coordinating, implementing, presenting

II. Physical Demands: sitting, standing, walking, writing, talking, demonstrating

III. Environmental Conditions: inside, outside, working with athletes

MANAGEMENT DUTIES:

I. Assists the head coach with scheduling.

II. Assists in the necessary field preparation to hold scheduled sports, events or practices and adheres to scheduled facility times.

PROGRAM RESPONSIBILITIES:

I. Assists the Head Coach in carrying out his/her responsibilities.

II. Instructs team members as to changes in the rules and teaches fundamentals of the sport as outlined by the Head Coach.

III. Works within the basic framework and philosophy of the Head Coach of that sport.

IV. Attends all staff meetings and carries out scouting assignments as outlined by the Head Coach.

V. Arrives early enough before practice, contests and meetings to adequately prepare and remains long enough afterwards to help players with problems or becomes involved in staff discussions.

VI. Never criticizes, admonishes or argues with the Head Coach or any staff member within ears or eyes of players or parents.

VII. Strives to improve skills by attending clinics and using resources made available by the Head Coach.

VIII. Performs such other duties that are consistent with the nature of the position and that that may be requested by the Head Coach.

EQUIPMENT AND FACILITIES:

I. Is accountable to the Head Coach for all equipment. Collects the cost of any equipment lost or not returned. Arranges for issuing and storing of equipment, and submits to the Head Coach for annual inventory.

II. Examines locker rooms before and after practices and games, checking on general cleanliness of facility.

RESPONSIBILITIES TO STUDENTS:

I. Demonstrates a caring for Cape Elizabeth School student athletes.

II. Provides training rules and other unique regulations of the sport to each athlete who is considered a participant.

III. By his/her/their presence at all practices, games and while traveling, provides assistance and guidance to and safeguards for each participant.

COMPENSATION: As per negotiated CEEA agreement

SUPERVISES: Managers, Trainers and Players

EVALUATION: Conducted by the Head Coach and Athletic Administrator

School Board Approved: May 9, 2006

Head Coach

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

TITLE: Head Coach

QUALIFICATIONS:

I. Education/Certification: High School diploma, or equivalent.

   I. Hold a valid state of Maine Criminal History Records Check Approval. Maintain M.P.A. Coaches Certification which includes:

      1. Successful completion of UMaine/MCSC Maine Coaching Eligibility Course or it's equivalent.
      2. Successful completion of Sports First Aid course every three years.
      3. Successful completion of a basic CPR program each year.

   II. Special Knowledge/Skills:

      1. Has the ability to organize, direct, and supervise a total sport program.
      2. Has substantial knowledge of the technical aspects of the sport and is willing to examine new theories and procedures important to the field.
      3. Has the ability, desire, and knowledge to be totally conscious of the sensitive nature of adolescent development. It is expected that this role will empower the coach with the ability to provide the student with an atmosphere in which each person is treated with respect and dignity, that opportunity is available to improve skill development, and there is a climate conducive to accumulation of knowledge through a cooperative learning experience. Through his/her/their conduct, the coach will provide the expression of professional attributes, good sportsmanship, and will serve as a positive role model for our students.

   III. Experience: Has previous experience as an effective coach in the assigned sport.

REPORTS TO: Athletic Administrator and Building Principal

JOB GOAL:

I. To instruct athletes in the fundamental skills, strategies, and physical conditioning necessary for them to realize a degree of individual and team success.

II. The success of athletic programs has a strong influence on the community's image of the entire school system. The public exposure is a considerable responsibility, and community/parent pressure for winning performance is taxing, but must not override the objectives of good sportsmanship and good mental health for student participants.

PERFORMANCE RESPONSIBILITIES:

I. Has a thorough knowledge of all the athletic policies approved by the Cape Elizabeth School Committee, and is responsible for their implementation by the entire staff of his/her sport program.

II. Conduct themselves in an appropriate professional manner, serving as a role model for the student athletes.

III. Has knowledge of the existing systems, state and league regulations, implements the same consistently, and interprets them for his/her staff.

IV. Understands the proper administrative line of command; refers all request or grievances through proper channels; and is aware of all public/staff/departmental meetings that require his/her attendance.

V. All Athletes must have read the rules and regulations and substance abuse sheets. The medical questionnaire and parental permission sheet (2-sided sheet) must be signed and returned to the coach before participation on a team. The original must be returned to the Athletic office. A copy will be kept in your medical kit.

WORKING CONDITIONS: Mental Demands: problem solving, flexibility, evaluating, organizing, consulting, planning, coordinating, implementing, and presenting Physical Demands: sitting, standing, walking, writing, talking, and demonstrating Environmental Conditions: inside, outside, working with athletes

MANAGEMENT DUTIES:

I. Assists the Athletic Administrator in scheduling, providing transportation and requirements for tournaments.

II. Advises the Athletic Administrator and recommends policy, method, or procedural change.

STAFF RESPONSIBILITIES:

I. Establishes the fundamental philosophy, skills and techniques to be taught by the staff. Designs conferences, clinics, and staff meetings to ensure staff awareness of overall program.

II. Trains and informs staff and encourages professional growth through clinic attendance according to local clinic policy.

III. Delegates specific duties, supervises implementation, and at season’s end, analyzes staff effectiveness.

IV. Maintains discipline, adjusts grievances and work to increase morale and cooperation.

V. Performs other duties which may be assigned by the Athletic Administrator.

PROGRAM RESPONSIBILITIES:

I. Is fully responsible for the overall supervision of the program.

II. Is in charge of assignments and duties of assistant coaches working in the sport.

III. Is responsible for keeping practice periods for the sport within the confines of the time specified by the Athletic Administrator.

IV. Is responsible for the general upkeep and protection of equipment under his/her jurisdiction.

V. Is responsible for a complete inventory of equipment used for the sport.

VI. Is responsible for submitting a summary of the yearly program with all necessary reports for the end of the season data.

VII. Is responsible for drafting and submitting a budget for the sport.

VIII. Is responsible to be available to assist in preparing practice and game field/court for practice or games.

IX. Is responsible for evaluation of all sub-varsity coaches.

RESPONSIBILITIES TO STUDENTS:

I. Have a special caring for the students of Cape Elizabeth Schools.

II. Provides training rules and other unique regulations of the sport to each athlete who is considered a participant.

III. Gives constant attention to a student athlete's grades and conduct.

IV. Directs student managers, assistants and statisticians.

COMPENSATION: As per negotiated CEEA agreement.

SUPERVISES: Assistant coaches, managers, trainers, and players.

EVALUATION: Conducted annually by the Athletic Administrator

School Board Approved: May 9, 2006