

**ZANESVILLE CITY SCHOOLS DISTRICT  
JOB DESCRIPTION**

|               |                                |                    |                   |
|---------------|--------------------------------|--------------------|-------------------|
| <b>TITLE:</b> | <b>HEAD COACH CHEERLEADING</b> | <b>REPORTS TO:</b> | Athletic Director |
|---------------|--------------------------------|--------------------|-------------------|

The cheerleading head coach must be a positive person. He/she must be willing and able to work long hours. He/she must have imagination, foresight and the ability to mold the uncoordinated and undisciplined into a strong, self-functioning unit that will persevere. His/her conduct and character must be above reproach, as his/her daily association has an immeasurable influence on the youth of the community. The cheerleading head coach in the Zanesville City School system must have a commitment to excellence in his/her work with the youth of our community. His/her responsibility and position, although awesome in scope, might just be one of the most rewarding and fulfilling of any, as the qualities he instills will live on forever.

**REQUIRED SKILLS AND ABILITIES**

- **Communication Skills:** Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing.
- **Leadership Ability:** Must be able to articulate a vision and mission for the district and provide the appropriate direction, guidance, and management skills to achieve them.
- **Mathematics Skills:** Must have the ability to work with basic mathematical and computational concepts.
- **Reasoning Ability:** Must be able to define problems, collect data, establish facts, and draw valid conclusions.
- **Technology Skills:** Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email.

**PERSONAL QUALIFICATIONS**

- Demonstrates enthusiasm and a sincere desire to aide and ensure the safety of all.
- Is able to accept constructive criticism/feedback.
- Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community.
- Is conscientious and assumes responsibility for one's own work performance.
- Anticipates problems and unforeseen events and deals with them in an appropriate manner.
- Demonstrates an ability to make proper decisions when required.
- Demonstrates loyalty to the administrative team.
- Possesses high moral character and a good attendance record.
- Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation.
- Participates in appropriate professional organizations and their activities.
- Maintains a calm attitude and sense of control at all times.
- Maintains a high level of ethical behavior and confidentiality of information.
- Possesses the ability to be flexible and adaptable to changing situations.

**JOB GOAL**

- To instruct athletes in the fundamental skills, strategies, and physical conditioning necessary for them to realize a degree of individual and team success. The success of the athletic programs has a strong influence on the community's image of the entire school system.

The Zanesville City School District is an Equal Opportunity Employer, Zanesville City School District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, citizenship status, political affiliation, marital status or other human differences. The District has a policy of active recruitment of qualified minority employees.

Adoption Date:

Revised:

**ZANESVILLE CITY SCHOOLS DISTRICT  
JOB DESCRIPTION**

**WORK ENVIRONMENT/CHARACTERISTICS AND CONDITIONS**

The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

- Occasional work that may extend beyond the normal workday.
- Occasional exposure to blood, bodily fluids and tissue.
- Occasional operation of a vehicle under inclement weather conditions.
- Occasional interaction among unruly children/adults.
- Many situations that require hand motions, e.g., computer keyboard typing, writing.
- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop.
- Consistent requirements to lift, carry, push and pull various supplies and/or equipment up to a maximum of 50 pounds.

**DUTIES AND RESPONSIBILITIES**

1. Help establish and carry out a policy on the selection of cheerleaders. (Policies established by the cheerleading committee).
2. Hold practice sessions as need determines.
3. Possess a knowledge of and the ability to teach the techniques involving movement skills necessary for cheerleading.
4. Be willing to devote time to practice, training, selection and performance sessions.
5. Keep informed concerning school policy regarding student personnel with respect to scholarship and personal standards, health and safety factors.
6. Be aware of the responsibilities involved in student welfare at all practice sessions and game performances.
7. Understand that risks to the advisor are involved in conducting cheering activities and that some type of personal liability insurance should be considered and purchased by the coach.
8. Plan student transportation to athletic events in terms of school policy.
9. Strive for similarity among the group regarding complete attire. (follow policy guidelines)
10. Attend cheerleading camps with the squads.
11. Be aware of academic guidelines established by the Zanesville Board of Education & OHSAA.
12. Be accountable for the conduct of the team at practice, games and in transit.
13. Work fundraisers through the activity accounts and/or booster account.
14. See the respect and courtesy is shown to all individuals involved in athletic competition – home team, visitors, coaches, game officials and spectators.
15. Collect from each team member the completed insurance, training rules and emergency care forms and submit them to Athletic Director before the first contest. Help Athletic Director in completing physicals for each team member. Turn all cards in prior to 1<sup>st</sup> practice.
16. Consult with the trainer regarding any injury or disability and file required report with Athletic Director and/or trainer.
17. Supervise the selection of cheerleading squads. (varsity, reserve, freshman and middle school) for upcoming year.

The Zanesville City School District is an Equal Opportunity Employer, Zanesville City School District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, citizenship status, political affiliation, marital status or other human differences. The District has a policy of active recruitment of qualified minority employees.

Adoption Date:

Revised:

**ZANESVILLE CITY SCHOOLS DISTRICT  
JOB DESCRIPTION**

**DUTIES AND RESPONSIBILITIES – CONTINUED**

18. Attend appropriate Pupil Activity Supervision Validation class when required with CPR Training.
19. Work with the booster organization to help with fundraisers for competitions of the cheerleading squads.
20. Adhere to school district philosophies and policies concerning coaches' conduct.
21. Administer games and practices in a manner that the student/athlete will have a positive and fun learning experience.
22. Complete all administrative duties required before and after the season.
23. Hold a current vehicle permit in transporting students. (Ohio Law)
24. Attend staff meetings.
25. Uphold the code of conduct and demerit system. (according to policy manual)
26. Attend athletic Council Meetings and Booster Council Meetings.
27. Work with Athletic Director in staff selection.
28. Provide activities that will elevate the levels of spirit in all sports.
29. Evaluate staff at conclusion of the season and turn in evaluation to Athletic Director.
30. Follow all eligibility and code of conduct established by the Athletic Department and the OHSAA.
31. Work with and communicate with the Athletic Director on a regular basis.

|                                |          |
|--------------------------------|----------|
| <b>TERMS OF<br/>EMPLOYMENT</b> | Seasonal |
|--------------------------------|----------|

The Zanesville City School District is an Equal Opportunity Employer, Zanesville City School District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, citizenship status, political affiliation, marital status or other human differences. The District has a policy of active recruitment of qualified minority employees.

Adoption Date:  
Revised: