

**ZANESVILLE CITY SCHOOLS DISTRICT
JOB DESCRIPTION**

TITLE:	HEAD COACH FOOTBALL	REPORTS TO:	Athletic Director
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The 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 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.

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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. He shall direct and supervise the overall football program in the junior and senior high schools, making sure that the systems basic fundamental techniques and patterns are being taught.
2. He will be familiar with, knowledgeable of and adhere to the current OHSAA constitution and rules, the OVAC and the regulations as outlined by the Athletic Director, Principal and the Board of Education.
3. The head coach is directly accountable to the Athletic Director and should maintain a close working relationship with the football staff and building principal.
4. The coach will have a close working relationship with the trainer and the equipment manager.
5. The coach will submit an equipment order, after consultation with the equipment manager, one month after regular season terminates.
6. The coach will be a good teacher, in the classroom and on the field.
7. The coach will arrange for physical evaluations, proper insurance forms, emergency care cards and training rules cards to be completed and collected.
8. In order to comply with OHSAA regulations, the coach shall submit to the Athletic Director a complete list of all participants at least three weeks before the first scheduled contest.
9. The coach will consult with the Athletic Director regarding all trips, meals and lodging.
10. The coach will assist the Athletic Director by recommending competitive opponents in the Varsity and JV schedule.
11. The coach will recommend dates and times for pep rallies.
12. The coach will attend professional meetings and clinics that are consistent with the department's policies and are appropriate for the sport.
13. The coach will cooperate with the media representatives in keeping them informed on pre and post-game publicity.
14. The coach will have a well-disciplined team, both on and off the field.
15. The coach will be able to teach and demonstrate the fundamentals and techniques of football.
16. He will field a team that is well organized and physically fit.
17. He will instill a spirit of team work and sportsmanship.

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DUTIES AND RESPONSIBILITIES – CONTINUED

18. The coach will develop a team that is competitive and that will have the will to win.
19. The coach will plan for and enter the prescribed tournaments at the termination of the season.
20. The coach will aid the equipment manager in issuing, collecting, inventorying and ordering all equipment.
21. The coach will submit a list of letter and award winners at the close of the season.
22. The coach will submit a complete record of the season’s contests (win-loss) and end of season reports one week after the last game.
23. The coach will deal tactfully and positively with parents and citizens of the communities in which contests are played.
24. The coach is directly responsible for the appearance and conduct of team members at contest and during travel.
25. The coach will check eligibility lists each grading period and notify participants of any shortcomings.
26. The coach will make preparations for the end of season banquet or dinner.
27. The coach will constantly work at the recruitment of participants from the student body of our system.
28. The coach will cooperate and work with the booster organizations in supporting Zanesville High School teams and programs.
29. The coach is responsible for the cleanliness of the facility in which his team practices and plays.
30. The will be loyal to other athletic and school programs.
31. The coach will place in writing the fundamentals, skills and types of offense and defense desired of the middle school and reserve teams.
32. The coach will conduct a winter and summer fitness program.
33. The coach will work closely with the trainer concerning physical examinations, injuries, insurance forms and injury report forms.
34. The coach will attend all appropriate rules and interpretation meetings.
35. The coach will complete administrative duties required before and after the season.
36. The coach will adhere to school district philosophies and policies concerning coaches conduct.
37. The coach will administer games and practices in a manner that student/athletes will have a positive and fun learning experience.
38. The coach will organize his staff in a way that will best implement the program.
39. The coach will exhibit firm but fair and consistent discipline policies and procedures.
40. The coach will exhibit support for academic and athletic programs and their staffs.
41. Attend appropriate Pupil Activity Supervision Validation class when required with CPR training.
42. The coach shall attend all league, district and regional meetings.
43. The coach shall work with senior participants regarding post-secondary opportunities and education.
*assists athletes in their college or advanced educational selection.

TERMS OF EMPLOYMENT	Seasonal
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