

ZANESVILLE CITY SCHOOLS DISTRICT  
JOB DESCRIPTION

<b>TITLE:</b>	<b>ASSOCIATE HEAD COACH FOOTBALL</b>	<b>REPORTS TO:</b>	<b>Athletic Director</b>
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The Associate Head Coach is critically involved in all aspects of the program, is given specific autonomy, and shares responsibilities with the Head Coach in key areas of the program such as encouraging student participation in the sport; coordination of play; coaching tactics/strategies, budget management, staff oversight, etc. . . The Associate Head Coach has significant responsibility in the following areas, but not limited to: mentoring assistant coaches, scheduling and team travel; promotion of the team and Zanesville City Schools/Zanesville High School; fundraising and alumni events; practice planning; equipment purchase/inventory; and professional development; may share responsibility with the Head Coach in the establishment/enforcement of team rules, community service efforts and other like responsibilities. The Associate Head Coach can represent the Head Coach at meetings; adheres to ZCS, league, and OHSAA rules and regulations while supporting the core values of high school athletics. Assists the Head Coach is attracting and hiring assistant/lower level coaches.

**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/she 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/she will be familiar with, knowledgeable of and adhere to the current OHSAA constitution and rules, the league and the regulations as outlined by the Athletic Director, Principal and the Board of Education.
3. The associate head coach is directly accountable to the Head Coach 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 in collaboration with the head 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 Head Coach regarding all trips, meals and lodging.
10. The coach will assist the Head Coach 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/she will field a team that is well organized and physically fit.
17. He/she 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 in collaboration with the head coach will plan for and enter the prescribed tournaments at the termination of the season.
20. The coach in collaboration with the head coach will aid the equipment manager in issuing, collecting, inventorying and ordering all equipment.
21. The coach in collaboration with the head coach will submit a list of letter and award winners at the close of the season.
22. The coach in collaboration with the head 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 in collaboration with the head coach will check eligibility lists each grading period and notify participants of any shortcomings.
26. The coach in collaboration with the head 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 coach 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 in collaboration with the head coach will administer games and practices in a manner that student/athletes will have a positive and fun learning experience.
38. The coach in collaboration with the head 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 as required.
43. The coach shall work with senior participants regarding post-secondary opportunities and education.  
\*assists athletes in their college or advanced educational selection.

<b>TERMS OF EMPLOYMENT</b>	Seasonal
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