

# Universal School

## Department of Athletic and Physical Education

7350 W 93<sup>rd</sup> St Bridgeview IL 60455 Phone: (708) 5994100 Fax: (708) 599-1588

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### Athletic Coach - Job Description

- Title: Head Coach
- Responsible to: Athletic Director and Principal
- Function: To co-ordinate all aspects of the assigned interscholastic sport and to work cooperatively with all personnel in maintaining a quality program within the policy framework of Universal School.

### Qualifications:

- Education: Bachelors Degree in Education, valid teaching certificate or valid coaching certificate.
- Experience: Coaching experience must.

### Responsibilities and Duties:

- Be responsible for all coaching responsibilities pertaining to the school and the administration
- Enforce all rules of the league, Illinois High School Association IHSA, Illinois Elementary School Association IESA and National Federation of High Schools NFHS as they pertain to the respective sports.
- A completed and signed parental permission form and physical examination card shall be in the hands of the coach or athletic director prior to an athlete beginning practice. Assure that players and coaches under his/her jurisdiction understand the training rule policy. These forms are to be returned to the athletic director promptly.
- Cooperate with the administration, athletic director, fellow coaches and students to promote the best interests of the entire athletic program.
- Have meetings with assistant coaches to coordinate coaching methods at different levels; assign duties to all assistant coaches.
- Conform to athletic department policy in ordering equipment and supplies for the sport involved.
- See that all candidates for a team have returned a properly completed insurance form (if necessary.)
- Prepare a roster of all team members. Have participants fill out the athletic eligibility form, should be in the office one week prior to the first game.
- Assume responsibility for conduct of contestants in sport involved.
- Assume responsibility for a group until all athletes are dressed and have left the building. This responsibility can be delegated to an assistant coach. Secure all gates, bath rooms, locker and gym, weight vroom or any facilities used before leaving the area.

- Accompany and supervise the team to and from all contests, including the arrangement of transportation and adequate supervision.
- Plan and supervise all practice sessions. Suggested length is not more than two hours.
- Conform to athletic policy to assure that students are not given keys to enter buildings when the coach is not present.
- Conform to school policies in handling injuries; report all serious injuries immediately to the athletic director, and administration.
- Attend scheduled school meetings unless excused. During sports season, coaches should check with principal or athletic director as to what transpired at a meeting that the coach was unable to attend.
- Turn in a complete inventory of all equipment to the athletic director at the conclusion of the season.
- Complete and return a Coaches Annual Report form to the athletic director within two weeks after the last contest.

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### Athletic Assistant Coaches - Job Description

- Title: Assistant Coach
- Responsible to: Head Coach, Athletic Director, and Principal
- Function: To cooperate with the head coach in the assigned interscholastic sport in maintaining a quality program within the policy framework of Universal School.

#### **Qualifications:**

- Education: High School Diploma, valid coaching certificate.
- Experience: Not required, preferred.

#### **Responsibilities and Duties:**

- Cooperation with the head coach, athletic director, and the principal in performing the following duties related to the school athletic program.
- Assure that players under his/her jurisdiction understand the training rule policy. The signed parental permission form shall be in the hands of the coach or athletic office prior to an athlete beginning practice. All parental forms are to be returned to the athletic director.
- Support the head coach in conducting the athletic program of that particular sport and total athletic program of Universal School.
- Remain loyal to the head coach and to the team. He/she may have to give up some of his /her own thoughts regarding team strategy, etc. to fit into the overall pattern as set forth by the head coach.
- Attend all practices beginning the first day to the end of the season along with being available for all staff meetings and scouting assignments.
- Assume the responsibility for maintenance of facilities and personnel in the absence of the head coach.
- Report all injuries, misconduct, or other unusual situations to the head coach, athletic director, or principal.
- Assist the head coach in checking in and inventorying all equipment at the end of the season.
- Assume all duties as assigned by the head coach.
- Complete and return a Coach's Annual Report form to the athletic director within two weeks after the last contest.
- Perform other duties as assigned by the head coach or athletic director.

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### Volunteer Coach – Job Description

- Title: Volunteer Coach
- Responsible to: Head Coach, Athletic Director and Principal
- Function: To cooperate with the head coach in the assigned interscholastic sport in maintaining a quality program within the policy framework of Universal School.

#### Qualifications:

- Ability to work well with children of various age
- Basic knowledge of the sport or activity to which they are assigned
- Willingness to learn and follow department rules and guidelines regarding youth sports prior coaching experience helpful but not required.

#### Objective:

- Provide instruction, leadership and supervision to children ages 6-16 in a variety of sports, including soccer, track and field, wrestling, basketball, baseball and volleyball.

#### Responsibilities Duties:

- Assist in plan, organize and supervise practice sessions
- Assist in organize and supervise game situations communicate with parents information regarding their child's athletic experience
- Work closely with Athletic Department
- Ensure all department rules and policies are being observed
- Assist the coaching staff in providing athletes with necessary support.
- Attend regular practices and events.
- Other duties as assigned by the head coach

#### Time Commitment:

- Usually four to six hours weekly, depending on practice and game schedules. As a general rule, practices are held three days a week after school, most of the time games are held on the weekend.