

INSTRUCTIONAL PERSONNEL
SUPPLEMENTED POSITION
JOB DESCRIPTION

APPROVED BY
Santa Rosa County School Board
In session

NOV 16 1993

TITLE: HEAD COACH

QUALIFICATIONS: 1. Bachelor's degree or higher from an accredited institution
2. Currently hold or eligible for Florida teaching certificate

BENNETT C. RUSSELL
Superintendent of Schools

REPORTS TO: Principal

JOB GOAL: To lead students toward the fulfillment of their leadership potential for intellectual, emotional, and psychological growth and maturation.

ESSENTIAL FUNCTIONS:

Supervises entire program
Insures that all rules/policies adopted by the Santa Rosa County School Board and the Florida High School Athletic Associations are adhered to
Cares for and stores equipment
Inventories equipment as soon as possible after close of season (two weeks) and presents inventory to the appropriate school administrator
Makes schedule with help and approval of the principal
Attends all meetings that concern the program
Selects, trains, and supervises managers
Supervises use of showers, locker rooms, and storage rooms used by the squad. Takes all necessary precautions to protect the health and well being of athletes
Meets well in advance with the principal to plan for trips, meals, and transportation of squad in accordance with budgetary limitations
Submits financial needs for trips to the principal. Funds will be controlled and expended in accordance with budgetary limitations
Presents to principal or bookkeeper the receipts, bills, and unused money on the next school day following trip
Prepares field/facility for practice and contests
Secures and assigns officials for home meets
Assigns collateral duties to assistant coach
Makes sure that all facilities are in order for all home contests
Makes sure that all contests are contracted and that the contracts are on file with the athletic secretary
Realizes that the head coach's duties and responsibilities toward team and school do not cease until completion of the school year
Performs other tasks and responsibilities as assigned.

LENGTH OF
EMPLOYMENT: Ten months

SALARY: Based on the adopted salary schedule for instructional personnel

EVALUATION: Annual evaluation by the principal in accordance with the Master Contract, local policies, and state law

ENVIRONMENTAL: Activities occur inside and outside; subject to indoor and outdoor environmental conditions

SUPERVISION
CONTROL: Is personally responsible for satisfying all of the above-referenced essential functions with minimal supervision