

**PLYMOUTH COMMUNITY SCHOOL CORPORATION  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Freshman Football Head Coach
<b>EXEMPT:</b>	Yes
<b>SALARY LEVEL:</b>	Per Master Contract
<b>LOCATION:</b>	Plymouth Community High School
<b>REPORTS TO:</b>	Athletic Director
<b>LENGTH OF WORK:</b>	Pre-season, Season, and Post-season of the activity during the year.

**ESSENTIAL FUNCTIONS** include the following. Other duties may be assigned.

- I. Basic Functions**
  - A. To provide leadership, supervision and organization as specified by the head coach.
  - B. To coordinate the transition from Junior High football to High School football.
  - C. To assist in carrying out the objectives of the total athletic program.
  
- II. General Responsibilities**
  - A. Formulate objectives and goals for the Freshman football program.
  - B. Attend clinics & workshops to stay abreast of new ideas and techniques.
  - C. Be knowledgeable and enforce school rules and regulations.
  - D. Be knowledgeable and enforce all athletic rules and regulations.
  - E. Be knowledgeable of football rules and changes.
  - F. Review, know, follow and implement established rules and regulations of IHSAA.
  - G. Inventory, select, care and maintain equipment.
  - H. Assist Athletic Director as needed.
  
- III. Pre-Season**
  - A. Registration of all interested athletes.
  - B. Responsible for collection of any payment of necessary fees.
  - C. Review school policy on accident reporting and insurance procedures.
  - D. Make sure all athletes have had physical examinations.
  - E. Arrange for a systematic issuance of equipment.
  - F. Explain school awards policy.
  - G. Assist Athletic Director in compiling eligibility lists and other reports.
  - H. Select and instruct managers on proper care of equipment, facilities and other assigned duties.
  - I. Check arrangements for mode of transportation for all way games with Athletic Director.
  - J. Assist with summer conditioning program.
  
- IV. Season**
  - A. Assume responsibility for care of equipment and facilities.
  - B. Assume responsibility for supervisory control over all phases of athletes in your sport.
  - C. Organize practices with the goal of developing the athlete's greatest potential.
  - D. Apply discipline in a firm and positive manner in accordance with school policy.
  - E. See that facility regulations are understood and enforced.
  - F. Emphasize safety precautions and use accepted training and injury procedures.
  - G. Conduct oneself in an ethical manner during practices and contests.
  - H. Report results of contest to media.
  - I. Instruct athletes on game rules and rule changes.
  - J. Supervise or designate a supervisor of all dressing rooms, facilities, equipment, etc.

- K. Accompany and direct the freshman team in all interschool activities.
- L. Know and adhere to rules and regulations regarding transportation of student athletes.
- M. Assist the varsity program when directed by the head coach, scouting, etc.

V. **Post-Season**

- A. Arrange for a systematic return of all equipment and hold athlete accountable for equipment not returned.
- B. Recommend athletes who have won athletic letters or awards.
- C. Submit recommendations for scheduling for next year.
- D. Maintain team and individual records or quarters played, awards, injuries, etc.
- E. Evaluate past season.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Certified teacher and employment with the Plymouth Community School Corporation if required by the IHSAA; or related experience and/or training.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routing reports and correspondence. Ability to speak effectively before groups of athletes, school officials, parents, and the press.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid state driver's license - operator permit

**MATHEMATICAL SKILL:**

Ability to work with mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk and hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and taste or smell.

The employee must be physically able to demonstrate the sport or activity, including lifting all equipment as required by the activity. This is to include games and practice.

The employee must have the physical stamina to be able to handle the hours and physical stress of the sport during contests and practices.

**Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.**

**The employee should be able to use the machines, tools, equipment, and work aids which may be representative of those commonly associated with this type of work.**

**WORK ENVIRONMENT:**

**The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**The noise level in the work environment is usually loud.**

**The work environment may be indoors and/or outdoors.**

**TERMS OF EMPLOYMENT:**

**Pre-season, Season, and Post-season of the activity during the year.**

**EVALUATION:**

**Annually**

*Revised 1/19/01*