

**PLYMOUTH COMMUNITY SCHOOL CORPORATION  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Varsity Baseball 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. GENERAL DUTIES (YEAR ROUND)**
- A. Supervise and give direction to the total program.
  - B. Keep abreast of school and IHSAA rule changes and regulations.
  - C. Participate and join Coaches Association.
  - D. Attend clinics as an ongoing education in changes and new ideas.
  - E. Inventory and store equipment. Make necessary repairs in equipment, if possible.
  - F. In cooperation with the Athletic Director, order new equipment.
  - G. Monitor academic progress of all possible athletes in your sport. Encourage year-round discipline in the classroom and out of the classroom.
- II. PRE-SEASON RESPONSIBILITIES (JANUARY TO MID-MARCH)**
- A. Register all interested athletes.
  - B. Provide some type of conditioning program for non-winter participants.
  - C. Make sure all potential athletes have a yellow physician's slip on file.
  - D. Review all equipment inventories.
  - E. Check to see if all new equipment orders have been placed and team schedules have been finalized.
- III. SEASON RESPONSIBILITIES (MID-MARCH TO JULY)**
- A. Arrange all practice schedules. Be sure Athletic Director gets a copy.
  - B. Through team meetings explain: code of conduct, insurance program, school awards program, eligibility requirements, team rules, pass out schedules for the season, and if possible hold this meeting at a time when parents can attend.
  - C. Issue all equipment and keep records of each individual's equipment responsibilities.
  - D. Establish season goals.
  - E. Meet with assistant coaches and explain to them their responsibilities.
  - F. Be responsible for practice schedules each day.
  - G. Handle all public relation responsibilities.
  - H. Establish firm but fair discipline.
  - I. Keep in touch with Athletic Director and grounds supervisors on necessary care and condition of playing fields.
  - J. Explain safety rules and regulations to players and assistant coaches.
  - K. Attend IHSAA rules meeting if possible.
  - L. Be responsible for locker room area. The head coach, or one of the assistants, should be the last one to leave.
  - M. Keep in touch with Athletic Director on officials and schedule changes.
  - N. Make sure all transportation requests are completed in advance of the season.
  - O. Keep accurate statistics or designate someone to do so.
  - P. Head Coach is responsible for total teaching of fundamentals. At the present time specific teaching of the head coach will be: pitchers, catchers, hitting, infield play of middle infielders.

**Q. Establish a summer schedule. Summer season must end the first week in July.**

**IV. POST-SEASON**

- A. Receive and inventory all equipment.**
- B. Establish awards program and give awards according to participation.**
- C. Make necessary recommendations to needs for the next season.**
- D. Turn in inventory and awards sheet to Athletic Director.**
- E. Evaluate post-season and make recommendations for change, if necessary.**

**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.**

**CERTIFICATES, LICENSES, REGISTRATIONS:**

**Valid state driver's license - operator permit**

**LANGUAGE SKILLS:**

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

**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 moderate.**

**The working environment is mainly indoors other than routine errands.**

**There are no environmental hazards indicated for this position.**

**TERMS OF EMPLOYMENT:**

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

**EVALUATION:**

**Annually**

*Revised 1/19/01*