

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE: Varsity Cross Country Head Coach

EXEMPT: Yes
SALARY LEVEL: Per Master Contract
LOCATION: Plymouth Community High School
REPORTS TO: Athletic Director
LENGTH OF WORK: Pre-season, season, and post-season of the activity during the year

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

- I. Schedule**
 - A. Communicate any preferences with the Athletic Director.**
 - B. Submit all entries to invitationals and the State tournament promptly.**

- II. Equipment**
 - A. Prepare an inventory of all equipment.**
 - B. Maintain adequate uniforms and outer garments.**
 - C. Establish procedures for issuing and collecting equipment.**
 - D. Determine how all articles of clothing should be laundered and convey that to the athletes and parents or to the person operating the school laundry.**

- III. First Aid**
 - A. Always have a copy of the emergency medical form for each athlete with the team at all times.**
 - B. Be alert to the physical needs of each athlete and treat and/or refer all serious injuries promptly.**
 - C. Maintain a log of all athletes requiring first aid and the treatment given.**
 - D. The first aid kit should be properly stocked.**
 - E. Submit first aid supply needs to the Athletic Director.**

- IV. Publicity**
 - A. Submit schedules and news releases to the Pilot News, South Bend Tribune, and WTCA-WNZE.**
 - B. Prepare meet results for the school announcements.**
 - C. Be willing to talk to the Booster Club and other community groups.**
 - D. Support of other athletic programs will enhance your own.**

- V. Recruitment**
 - A. Contact the junior high coach to bring freshmen into the program.**
 - B. Request information from physical education teachers and other coaches about possible candidates.**
 - C. Talk to individuals and personally invite them to be a member of the team.**

- VI. Pre-Season**
 - A. Have a spring meeting and explain the summer program.**
 - B. Contact all athletes at least once in the summer.**
 - C. Announce the beginning date and requirements for participation.**
 - D. Organize and train athletes properly for the demands of meet competition.**

- VII. Requirements**
- A. All IHSAA, school and coaches rules shall be included.**
 - B. Every athlete must have submitted a properly completed physical before any activity.**
 - C. The coach shall read the school code of conduct to all athletes.**
 - D. A signed code of conduct card will be collected from each athlete and filed with the Athletic Director.**
 - E. Any rules established by the coach will be filed with the Athletic Director and conveyed to each athlete.**
 - F. The coach will explain the school insurance program.**
- VIII. Training**
- A. A program will be established to properly train each athlete according to IHSAA rules and in the best interests of the athlete.**
 - B. All training sessions will be supervised.**
- IX. Meets**
- A. The coach or designated school official will supervise the athletes going to, during, and returning from each athletic contest.**
 - B. The coach is responsible for the behavior of all the athletes and himself at each meet.**
- X. Awards**
- A. The awards system will be explained to each athlete.**
 - B. At the conclusion of the season, the coach will prepare a list of all award winners and submit them to the Athletic Director.**
 - C. Organize a public meeting for the awards presentation.**
- XI. Travel**
- A. Submit transportation needs and travel times to the athletic secretary.**
 - B. A list of departing times should be posted and announced in advance of all meets.**
- XII. Course**
- A. With the help of the Athletic Director a course for home meets should be secured a year in advance if possible.**
 - B. The coach will inspect the running surface and secure the necessary help if mowing, trimming, etc. is needed.**
- XIII. Concessions**
- A. To fulfill each athletic team's obligation to sell concessions at a home basketball game, the coach will recruit, organize, and supervise the required number of athletes on the assigned date.**

XIV. Parents

- A. Contact with parents is necessary. They should be informed of all information given to the athletes. A convenient method is to have a pre-season meeting with handouts containing all the required forms that must be signed. The packet should also contain practice times; departure and approximate returning times from meets; location and directions to courses; equipment needs; and guides for a proper training routine.

XV. Camp

- A. Many active and successful cross country programs have a pre-season camp at a college campus, church camp, or state park. While this is not mandatory, it does enhance team development in addition to individual training. If a camp is desired, the following needs should be considered:
1. The purpose and organization of the camp period.
 2. The total cost of the camp, the cost to each athlete, and how the cost will be borne.
 3. The location of the camp and distance from Plymouth.
 4. The transportation needs.
 5. The planning of menus, purchasing of food, obtaining kitchen equipment, and who will prepare the meals.
 6. Determine the needs for shelter and obtain the necessary equipment.
 7. Decide how athletes will be supervised.
 8. School trip permission slips.

XVI. The responsibilities of the Head Coach in regard to his or her feeder system:

- A. The Head Coach should supervise the running of his or her system.
- B. He or she is responsible for:
1. Meeting with all coaches at least twice a year.
 2. Establish a system and philosophy that is passed on to all coaches in the system.
 3. Attend as many lower level games as possible.
 4. Have a written notebook, list of drills, etc. to hand down to all coaches at the lower levels.
 5. Ask for input from all coaches about players coming up through the system.
 6. Use varsity assistants to help work and assist lower level coaches.
 7. At the high school level, the head coach should be responsible for the evaluation of all assistants in his program, in conjunction with the Athletic Director.
 8. At the junior high level, evaluations should be done by the Athletic Director and/or Principal. The head varsity coach should have some input into these evaluations, if he or she has something to offer.
 9. The elementary coaches should be evaluated by their building principals, with the head coach once again having input if he or she so desires.

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 variable 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. Salary as per Master Contract.

EVALUATION:

Annually

Revised 1/19/01