

**PLYMOUTH COMMUNITY SCHOOL CORPORATION  
JOB DESCRIPTION**

**JOB TITLE:** Girls Varsity Track Head Coach

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**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.

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

- I. Basic Functions**
  - A. To provide leadership, supervision and organization to the girls track program.**
  - B. To carry out the objectives of the total athletic program.**
  
- II. General Responsibilities**
  - A. Formulate objectives or goals for the track program.**
  - B. Attend clinics & workshops to stay abreast of new ideas and techniques.**
  - C. Be knowledgeable of school rules and regulations.**
  - D. Be knowledgeable of all athletic rules and regulations.**
  - E. Be knowledgeable of track rules and changes.**
  - F. Review, know, follow and implement established rules and regulations of IHSAA.**
  - G. Be active in professional coaches association.**
  - H. Inventory, select, care and maintain equipment.**
  - I. 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 all school and athletic regulations regarding athletic program and sign code of conduct cards.**
  - G. Explain school awards policy.**
  - H. Assist Athletic Director in compiling eligibility lists and other reports.**
  - I. Select and instruct managers on proper care of equipment, facilities and other assigned duties.**
  - J. Check arrangements for mode of transportation for all away games with Athletic Director.**
  
- 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. See that athletes know and follow IHSAA, school and athletic rules and regulations.**
  - D. Organize practices with the goal of developing the athlete's greatest potential.**
  - E. Apply discipline in a firm and positive manner in accordance with school policy.**
  - F. See that facility regulations are understood and enforced.**
  - G. Emphasize safety precautions and use accepted training and injury procedures.**
  - H. Conduct oneself in an ethical manner during practices and contests.**
  - I. Report results of contest to media.**

- J. Instruct athletes on track rules and rule changes.**
- K. Supervise or designate a supervisor of all dressing rooms, facilities, equipment, etc.**
- L. Accompany and direct the Varsity team in all inter-school activities.**

**V. Post-Season**

- A. Arrange for a systematic return of all equipment and hold athlete accountable for equipment not returned.**
- B. Arrange for cleaning, storing and conducting inventory of all equipment.**
- C. Recommend athletes who have fulfilled requirements for athletic letters, certificates or special awards.**
- D. Submit recommendations for scheduling for next year.**
- E. Select equipment and make recommendations for purchase of same.**
- F. Prepare a budget in conjunction with Athletic Director.**
- G. Maintain team and individual records of points earned, awards, injuries, etc.**
- H. Evaluate post-season.**

**VI. The responsibilities of the Head Coach in regard to his/her feeder system:**

- A. The Head Coach should supervise the running of his/her system.**
- B. He/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 the program, in conjunction with the Athletic Director.**
  - 8. At the junior high level, the Athletic Director and/or Principal should do evaluations. The head varsity coach should have some input into these evaluations, if he/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/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 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 regularly required to talk or 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.

There are no environmental hazards indicated for this position.

**TERMS OF EMPLOYMENT:**

Pre-season, Season, and Post-season of the activity during the year. Salary per Master Contract.

**EVALUATION:**

Annually.

*Revised 1/19/01*