

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE:	Varsity Softball 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. **General Duties**
 - A. Supervise and give direction to the total program.
 - B. Keep abreast of school and IHSAA rule changes and regulations.
 - C. Attend clinics as an ongoing education in changes and new ideas.
 - D. Inventory and store equipment. Make necessary repairs in equipment and facilities if possible.
 - E. Order new equipment in cooperation with Athletic Director.
 - F. Monitor academic progress of all possible athletes. Encourage year-round discipline in and out of the classroom.

- II. **Pre-Season (January to Mid-March)**
 - A. Register all interested athletes.
 - B. Provide a conditioning program for non-winter participants.
 - C. Make sure all potential participants 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.
 - F. Make sure IHSAA rules are followed.
 - G. Make transportation requests.

- III. **Season (Mid-March to May)**
 - A. Arrange all practice schedules both indoor and outdoor. Be sure Athletic Director gets a copy.
 - B. Organize a time schedule for practices that will enhance fundamental skills.
 - C. Through team meetings explain: code of conduct, insurance program, team rules, school awards program, eligibility requirements and schedules of practices and games.
 - D. Establish season goals.
 - E. Choose team members on basis of attitude, coachability, skill and academic performance.
 - F. Attend IHSAA rules meeting and conference meetings for softball.
 - G. Meet with assistant coach and explain responsibilities and goals.
 - H. Establish a firm but fair discipline policy. Relate this discipline policy to all team members.
 - I. Explain safety rules and regulations to players and assistant coach.
 - J. Double check that the game schedule, officials and transportation requests are finalized.
 - K. Keep an updated roster and turn in a sectional roster.
 - L. Issue all equipment and keep records of each individual's equipment: uniforms, locks, first basemen gloves, catcher's equipment, etc.
 - M. Call in all scores to Pilot News after each contest.
 - N. Be responsible for locker room area. The head coach or assistant should be the last one to leave.
 - O. Keep accurate statistics or designate someone to do so.

- P. At time of home games, be sure the playing field meets regulations. Head coach will meet with visiting coach and umpire to review ground rules, provide a starting lineup and game balls. Head coach will provide a scorekeeper and scoreboard operator for each home game.
- Q. Read the rulebook and be sure these rules are followed by all players and coaches.

IV. Post-Season

- A. Receive and inventory all equipment. Be sure the Athletic Director receives a copy.
- B. Make necessary recommendations for the next season.
- C. Turn in a list of award recipients to the Athletic Director.
- D. Establish an awards program and hand out awards to participants.
- E. Attend NLC Conference meeting to choose all conference players based on statistics for the season.
- F. Attend and, if possible, coach a team in the Youth Summer Softball League.

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 as per Master Contract.

EVALUATION:

Annually.

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