



Job Description

Position Title: Head Athletic Coach

Purpose of Position

The junior high and high school athletic coach is responsible for fulfilling the mission of Des Moines Christian School by equipping minds through mentoring young people as spiritual leader and role model. This position oversees implementation of sport specific fundamentals and content area that is appropriate for the grade level being coached.

Position:

- Part-time
- Seasonal- According to sports season
- Stipend Pay

Reports To: Athletic Director
Evaluated By: Athletic Director
Direct Reports: Assistant & Volunteer Coaches

Qualifications:

- High School diploma or equivalent, preferred.
- Ability to lift 30 lbs.
- Born-again Christian.
- In agreement with the Des Moines Christian School (DMCS) Statement of Faith.
- Active member/regular attendee of Bible believing church and committed to growth in a Biblical Worldview.

Professional Profile:

- Committed to the mission of DMCS.
- Ability to work with diverse groups, including teachers, students, administrators, and parents.
- Maintains confidentiality.
- Demonstrates a spiritual walk worthy of students emulating.
- Attends coaching clinics that would be beneficial to the sport.
- Maintains effective communication with athletes, parents, and administration.
- Upholds to school policies regarding student eligibility and/or code of conduct violations.
- Ability to maintain standards within specific sport as outlined by the State of Iowa.

Responsibilities:

- Assists Athletic Director in all phases of their specific athletic program.
 - Creates a daily practice plan and challenges assistant coaches with new ideas and suggestions.
 - Submits and accurate roster to Athletic Director and Accounting Department once practice begins.
 - Supervises assistant and volunteer coaches during the season.
 - Perform end-of-season performance evaluation of assistant and volunteer coaches.

- Assists Athletic Director in hiring of assistant and volunteer coaches.
 - Determines lettering policy and maintains written data to support the process.
 - Maintains accurate player statistics.
 - Cooperates with other coaches during out of season workouts.
 - Follows open gym rules set by state governing bodies.
 - Develops long range goals and plans to insure future program success.
 - Refrains from scheduling activities on Sundays to allow athletes to worship with their families. Exceptions to Sunday practices are made by the Superintendent and/or Athletic Director
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- Assist in developing athletes
 - Put athletes in a position to be successful by working hard and dedication.
 - Assists athletes with opportunities during the summer such and providing camps and clinics and providing oversight with activities.
 - Prays with players at each practice and before or after each game.
 - Discipline athletes when they display poor character during games and/or practice.
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- Strong communication skills
 - Communicates any concerns with Athletic Director.
 - Contacts news media with game scores.
 - Contacts Athletic Director and parents about any student injury during practice and/or games.
 - Cooperates with other coaches regarding out of season workouts.
 - Takes attendance at each practice and notifies Athletic Director of on-going absences.
 - Collaborates with Athletic Director and Athletic Booster Club with purchases.
 - Contacts parents and Athletic Director about any student injury during practice and/or games.
 - Ensure Athletic Director approves and signs off on all expenditures.
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- Supervision of property and athletes.
 - Ensures athletes are supervised properly during and after road games.
 - Oversees all uniform and equipment use.
 - Assists with field maintenance and set up before games.
 - Works with Principals, Athletic Director, and Property Manager on any renovation projects and/or issues.
 - Provides supervision if Principal, Athletic Director, or Property Manager are not present.
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- If employed by DMCS in and additional position, it is assumed that the coach will fulfill the responsibilities in both job descriptions.

Date: _____

Signatures: _____
Head Coach

Athletic Director

Revision Date: 06/2016