



Job Description

Position Title: Head Athletic Coach

Purpose of Position

The head 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: Activities Director
Evaluated By: Activities Director
Direct Reports: Assistant & Volunteer Coaches

Qualifications:

- High School diploma or equivalent.
- Coaching experience in athletic area for which applying required.
- Coaching authorization with the State of Iowa
- Ability to lift 30 lbs.
- 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 their personal relationship with Jesus Christ.

Professional Profile:

- Demonstrated commitment to the mission of DMCS: *Equipping minds and nurturing hearts to impact the world for Christ.*
- Characterized with integrity and maintains confidentiality
- Utilizes critical thinking and problem-solving skills.
- Ability to work with diverse groups, including teachers, students, administrators, and parents.
- Demonstrates consistent spiritual leadership.
- 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 Activities Director in all phases of their specific athletic program.
 - Creates a daily practice plan and challenges assistant coaches with new ideas and suggestions.
 - Submits an accurate roster to Activities 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 Activities Director in hiring of assistant and volunteer coaches.
 - Determines lettering policy and maintains written data to support the process.
 - Maintains accurate player statistics.
 - 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 Activities Director
- 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.
- Strong communication skills
 - Communicates any concerns with Activities Director.
 - Contacts news media with game scores.
 - Contacts Activities 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 Activities Director for program purchases and ensures Activities Director approves and signs off on all expenditures.
- 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, Activities Director, and Property Manager on any renovation projects and/or issues.
 - Provides supervision if Principal, Activities Director, or Property Manager are not present.
- 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

Activities Director

Revision Date: 01/2021