



PO Box 185 ~ 511 Broadway
Melba, Idaho 83641
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Title: Head Track Coach

Pay Grade: \$3,000

Supervisor: High School Athletic Director

Job Summary:

To motivate and develop each athletes' skills, attitudes, and habits that will guide them toward success, personal growth, and good character. To provide examples of fair play, team building, and respect. Provide leadership and motivation to excel.

Essential Duties and Responsibilities:

Working with Student Athletes

1. Attend all tryouts, practice meetings, and in-school events, and supervise students during related field trips and other out-of-school functions
2. Organize practice schedules and track meet rosters
3. Assign positions to players, and develop strategies and styles of play
4. Attend out-of-school meetings, supervise fundraisers, and help students prepare for competitions
5. Coach individual participants of varying abilities in the skills necessary for achievement in **Track**
6. Track student performance throughout the season and develop stat sheets on players
7. Arrange with the athletics and activities director for any necessary transportation, scheduling, hiring of officials, or other arrangements for competitions related to the sport
8. Ensure the safety of the students and maintain responsibility for the security of equipment and facilities and ensure that safety equipment is used correctly
9. Comply with federal and state law, administrative rules, and Board policy pertaining to medical procedures and student athletes, including the district's concussion policy
10. Ensure that students are eligible to participate, and that they have had any necessary physical examinations
11. Actively promote the athletic program, seek student participation, and select team members
12. Model positive behavior, maintain a supportive environment, and remain professional, even when tension is high
13. Maintain high standards of conduct for student athletes, including respect and fair play
14. Abide by the rules of the Idaho High School Activities Association Handbook

Other

1. Prepare the team's budget, order necessary supplies and equipment, and maintain appropriate records related to activity expenses and revenues
2. Be responsible for the collection, depositing of funds, payment of bills and financial reporting in accordance with federal and state law, administrative rules, and Board policy
3. Work with other coaches, parents, referees, news reporters, operators of non-district facilities used for

practice or competition as appropriate

4. Work closely with the athletics and activities director in scheduling interscholastic contests
5. Act as a liaison with the cheerleading program, drill team program, and the other coaches
6. Assist the athletics and activities director, when requested to do so, in maintaining necessary attendance forms, insurance records, physical check-up forms, accident reporting, and all other required paperwork
7. Train and assign duties to team managers, assistant coaches, and direct event volunteers, if applicable
8. Evaluate the program annually and make recommendations for improvements as necessary
9. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at professional meetings, and by reading professional publications
10. Adhere to The Code of Ethics of the Idaho Teaching Profession adopted by the Professional Standards Commission and the State Board of Education as well as to the National Federation of State High School Associations Coaches Code of Ethics
11. Seek assistance should emergencies arise
12. Represent the school district in a positive manner
13. Know and follow school district policy and chain of command
14. Perform other duties as assigned

Qualifications:

1. Idaho Teaching Certification, American Sport Education Program Certification, or National Federation of Interscholastic Coaches Association Certification
2. Certification in first aid and CPR
3. Demonstrated knowledge of **Track**, sports training, conditioning, injury prevention, kinesiology, management, and the rules of the Idaho High School Activities Association Handbook
4. Related experience as determined by the Board
5. Ability to foster and sustain students' interest in the activity and promote skill development
6. Possess good organizational skills
7. Strong interpersonal and communication skills, and ability to work well with students, parents, and colleagues
8. Maintain confidentiality of staff and students

Evaluation:

Performance of this position will be evaluated periodically by the building principal and/or the athletics and activities director in conformance with district policy and IDAPA 08.02.02.120.

Terms of Employment:

By contract as determined by the Board of Trustees in accordance with federal and state law, administrative rules, and Board policy.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance

Head Track Coach
Rev: May 6, 2024

Reviewed by _____ Date _____

My signature acknowledges that I have read and understand this job description, can fulfill the essential job functions as listed, and have been provided a copy.

Supervisor _____ Date _____