



# LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

## Human Resources Department

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<b>Position Title:</b>	Head Coach	<b>Location:</b>	School Site
<b>Reports To:</b>	Athletic Director, Principal	<b>Supervises:</b>	None
<b>Classification:</b>	Certified	<b>Status:</b>	Part-time
<b>FLSA Status:</b>	N/A	<b>Benefit Eligible:</b>	No
<b>Work Year:</b>	Dependent on Sports Schedule		

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### Qualifications

- Previous successful coaching or playing experience or knowledge in the assigned sport.
- Must have knowledge of the background in the assigned sport.
- Substantial knowledge of the technical aspects of the sport and at the same time must continue to examine new theories and procedures pertinent to the sport.
- Knowledge of basic rules of the activity and specific safety concerns
- Ability to organize and supervise a total sport program.
- Ability to work effectively with other coaches, staff and students.
- IVP fingerprint clearance card through AZ Department of Public Safety
- All head coaches, whether paid or volunteer must complete the NFHS Fundamentals of Coaching course, or approved equivalent, within forty-five (45) days from the date of hire. Additionally, all head and assistant coaches, whether paid or volunteer, and all registered officials, shall complete the NFHS online education course entitled "Concussion in Sports – What You Need to Know".
- Hold a valid Arizona Teaching Certificate, Arizona Coaching Certificate, or have completed each of the following criteria from the National Federation of State High School Associations online at [www.nfhslearn.org](http://www.nfhslearn.org) (Level I Certification) within forty-five (45) days from date of hire:
  - Fundamentals of Coaching
  - First Aid/CPR
  - Sport specific course or teaching sport skills if sport is not offered This certification shall be on file or recorded in the office of the principal or his/her designee.

### Function

- To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formation of moral values, pride of accomplishment, acceptable social behavior and self-confidence.
- The success of the athletic programs has a strong influence on the community image of the entire system.
- The public exposure is a considerable responsibility and community/parent pressure on the winning performance is taxing, but must not over-ride the objective of good sportsmanship, good mental health, and the safety of the athletes.
- The head coaching position includes unusual aspects of extended time commitments and risk injury factors.
- It is the expressed intent of this job description to give sufficient guidance to function. In cases not specifically covered, it shall be assumed that the coach will exercise common sense and good judgement in making decisions.



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### Responsibilities and Requirements

- Prepare plans and strategies for practices and games.
- Prepare a team physically, mentally, and emotionally to effectively compete.
- Provide a safe, healthy, and challenging competitive activity.
- Teach good sportsmanship, self-control, self-discipline, and pride.
- Knowledge of existing school conference and AIA regulations
- Evaluate all assistants at the end of the season.
- Assist with scheduling, transportation, and budgeting.
- Assist in preparation and clean up necessary to hold a scheduled event.
- Coordinate scheduling and facilities with the Athletic Office
- Establish team rules and criteria for awards and have them made available.
- Responsible to communicate to parents, athletes, and staff that gifts in any form are not to be received by an athlete.
- Supervise the issuing, collection, inventory, and storage of equipment.
- Inform the Athletic Office of needed cleaning, maintenance, and repair of equipment.
- Turn in team roster to the Athletic Office
- Report all scores to the conference statistician, media, and the Athletic Office
- Complete and submit necessary injury reports when required to the Athletic Office
- Monitor reports of athlete attendance, grades, and behavior
- Prepare and submit reports and information required by the school, conference, and AIA.
- Attend required meetings set up by the conference and AIA.
- Carry out the concepts of the activities code and rules established by the AIA.
- Conduct a preseason parent/athlete information meeting.
- Keep parents and athletes informed of changes in schedules and other information deemed necessary.
- Visibly supervise athletes at all times when athletes are present.
- Ensure athlete is cleared to practice or play after an injury.
- Ensure athletes have completed and turned in all registration materials before practicing starting the season.
- Always have in possession at all practices and games a player's emergency card

### Physical Demands and Work Environment

- Physical effort
- May require lifting equipment and supplies weighing up to 50 pounds.

### **EEOC**

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

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This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.