

Eunice Public Schools Job Description

Position: Head Track Coach

Supervisor: Building Principal

General Job Description: This position is responsible for coaching and providing direction to student athletes so that they might achieve a high level of skill as well as an appreciation for discipline, sportsmanship and teamwork in Track.

Essential Duties and Responsibilities

1. Maintain appropriate certifications and training hours as required.
2. Follow and maintain knowledge of all District policy(ies) and procedures.
3. Carry out duties in compliance with the NMAA regulations & school policies;
4. Attend or delegate attendance of Assistant Coach to all NMAA Coaches meetings.
5. Professionally represent the school and the District in interactions with student, parents, community, staff and the media.
6. Interact thoughtfully and courteously with students, staff, parents, fellow coaches, and officials and resolves conflict in a professional manner.
7. Instructs and demonstrates skill sets and techniques necessary for individual and team achievement in Track.
8. Instruct players in the rules, regulations, equipment, and techniques of the sport.
9. Ensure a certified coach is present at all Track practices and games
10. Develop appropriate training programs and practice schedules.
11. Develop, apply, and follow appropriate rules and regulations regarding the conduct and eligibility of athletic activities; ensure all athletes know and understand the rules and regulations.
12. Supervise athletes during practices and competition.
13. Assess player's skills, monitor players during competition and practice.
14. Follow established procedures in the event of an athlete's injury
15. Maintain the equipment room in orderly condition and assume responsibility for its security.
16. Perform support tasks such as distributing and maintaining eligibility forms, emergency data cards, and other related records.
17. Model sports-like behavior and maintains appropriate conduct towards players, officials, and spectators.

18. Participate in special activities to include parent's night, banquets, award nights, and pep assemblies.
19. Emphasize, implement & ensure safety for all the athletes;
20. Instruct the athletes to conduct themselves as gentlemen/ladies at all times when they are representing the Eunice Schools;
21. Arrange hotel room reservations for all overnight events except District and State competitions.
22. Travel with student athletes on the team bus both to and from games.
23. Adhere to all financial policies of the District in regard to the collection and disbursement of money, expenses, and receipts.
24. Make recommendations regarding the purchase of uniforms, equipment and supplies.
25. Work with the Athletic Coordinator in preparing practice and game schedules.
26. Maintain necessary records and complete required paperwork in a specified time and manner.
27. Confirm that proper form(s) (insurance, attendance, medical) are obtained and current.
28. Confirm that all student athletes are eligible, insured, have paid their fees and are in good physical condition from the beginning to the end of the season.
29. Enforce discipline policies and emphasizes sportsmanship and healthy lifestyles.
30. Supervise students in locker rooms at home and away games and ensures appropriate behavior.
31. Check and secure all office, storage room, outside doors, locker rooms and all lights after last player leaves after games and practices (Head Coach may delegate this responsibility to an Assistant Coach).
32. Maintain a safe environment and facilities for student athletes at all times
33. Ensure that medical and safety requirements are adhered to.
34. Complete District injury report for any student injured within 24 hours even if student athlete does not see physician.
35. Submit athlete rosters to the Athletic Coordinator before the first practice
36. Consult with the Athletic Coordinator and Building Principal regarding any off-season training programs.
37. Assign duties to all assistant coaches under his/her jurisdiction; including pre-season practice sessions.
38. Appropriately maintain and secure confidential records and inquiries.
39. Submit an inventory of equipment to the Building Principal within 30 days of the end of the season.

While Serving as a EPS Coach

1. Demonstrate loyalty to the Eunice Public Schools & support administration;
2. Maintain good public relations with the community;
3. Help in maintaining facilities;
4. Secure facilities at conclusion of an activity (lights and locking);
5. Ensure that equipment is maintained & not abused;
6. Attend staff development meetings, clinics and other professional activities to improve coaching performance.
7. *Performs any other related duties as assigned by the Athletic Coordinator, Principal or other appropriate administrator.*