Head Coach

**Reports to:** Athletic Director  
**Supervises:** Assistant Coaches  
**Term of Employment:** Based on established athletic season  
**Salary:** Athletic Coaches' Salary Schedule  
**FLSA Exempt/Non-Exempt:** Non-Exempt  

**Qualifications:** Previous experience as a coach

**Essential Job Functions:**

- Have thorough knowledge of all relevant policy approved by the Moore County Schools Board of Education and is responsible for adherence and implementation by the entire staff of the sports program.
- Have thorough knowledge of all rules and guidelines of the North Carolina High School Athletic Association (NCHSAA) and is responsible for adherence and implementation by the entire staff of the sports program.
- Have knowledge of existing system, state, and conference regulations; implement them consistently and interpret them for staff.
- Understand the proper administrative line of command and refer all requests of grievances through proper channels. Be aware of all public/staff/departmental meetings that require attendance.
- Establish the fundamental philosophy, skills, and techniques to be taught by staff. Design conferences, clinics and staff meetings to insure staff awareness of overall program.
- Train and inform staff, encourage professional growth by encouraging clinic attendance according to local clinic policy.
- Delegate specific duty, supervise implementation, and at season’s end, analyze staff effectiveness and, in consultation with the athletic director and principal, evaluate all assistants.
- Maintain discipline, adjust grievances, and work to increase morale and cooperation.
- Assist the Athletic Director in scheduling, providing transportation, and requirements for tournament and special sport events.
- Assist in the necessary preparation to hold scheduled sport events or practices and adhere to scheduled facility times. Coordinate program with maintenance and school employees.
- Provide documentation to fulfill state and system requirements concerning physical examinations, parental consent, and eligibility.
- Provide proper safeguards for maintenance and protection of assigned equipment sites.
- Advise the Athletic Director and recommend policy, method or procedural changes.
- Provide training rules and any other unique regulations of the sport to each athlete who is considered a participant.
- Give constant attention to a student athlete’s grades and conduct.
- Be present at all practices and games. Provide assistance, guidance, and safeguards for each participant.
- Initiate programs and policies concerning injuries, medical attention, and emergencies.
- Complete and submit proper paperwork on all disabling athletic injuries to athletic office within 24 hours.
- Direct student managers, assistants, and statisticians.
- Determine discipline, delineate procedures concerning due process when the enforcement of discipline is necessary and contact parents when a student is dropped or becomes ineligible.
- Assist athletes in their college or advanced educational selection.
- Participate in the budgeting function with the Athletic Director by establishing requirements for the next season. Recommend guidelines as to type, style, color, or technical specifications of equipment. Responsible for operating within budget appropriations.
- Be accountable for all equipment and/or collection of fees for any lost or unreturned equipment. Arrange for issuing, storing, and reconditioning of equipment and submit annual inventory and current records.
- Properly mark and identify all equipment before issuing or storing.
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- Monitor equipment rooms and coaches’ offices, authorize who may enter, issue or requisition equipment.
- Permit the athletes to only be in authorized areas of the building at the appropriate times.
- Examine locker rooms before and after practices and games, checking on general cleanliness of the facility. Be responsible for cleanliness and maintenance of specific sport equipment.
- Secure all doors, lights, windows, and locks before leaving building if custodians are not on duty.
- Instill in each player a respect for equipment and school property, its care and proper use.
- Organize parents, coaches, players, and guests for pre-season meetings.
- Promote the sport within the school through recruiting athletes who are not in another sports program.
- Promote the sport outside the school through news media, youth programs, or in any other feasible manner.
- Be responsible for the quality, effectiveness and validity of any oral or written release to local media.
- Be responsible for maintaining good public relations with news media, Booster Club, parents, officials, volunteers, and fans.
- Present information to news media concerning schedules, tournaments, and results.
- Perform any additional duties as required or assigned by the supervisor.

Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- operate a variety of equipment including computers, copiers, overhead projectors, and data projectors
- operate a motor vehicle
- listen and communicate effectively in order to gather, convey or exchange information, including giving instructions, assignments or directions to subordinates or assistants
- respond appropriately to inquiries or complaints
- use tact and courtesy when working and dealing with community
- read, comprehend, and prepare various kinds of communication and information including emails, correspondence, reports, articles, proposals, contracts, policies, charts, spreadsheets, curriculum documents, staff development plans, educational forms and data
- write using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style
- speak before groups of people with poise, voice control and confidence
- apply principles of logical, critical, creative or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions
- demonstrate and apply common sense understanding to carry out simple instruction and to make simple decisions
- interpret, infer, analyze, synthesize, and evaluate materials, resources, situations and problems to generate options and solutions
- interpret and carry out oral and/or written instructions
- demonstrate continued professional curiosity and growth
- communicate effectively and efficiently in a variety of settings, using appropriate terminology and by telephone and email
- hear, speak, read, record, and explain information, communication, and procedures
- deal fairly with people beyond giving and receiving instructions