**COACH – ELEMENTARY**

**Job Description:**
Effectively manage all aspects of a team sport in accordance with district and school policies and procedures.

**Qualifications:**
1. Experience as a player and/or coach in the sport to be coached.
2. Certificate in first aid and CPR.
3. Knowledge of treatment of athletic injuries and the rules of the sport to be coached.
4. Ability to communicate effectively with students, parents, and staff.

**Typical Duties:**
1. The teaching and coaching of athletic skills to all students on the team of the assigned sport.
2. Develop rules to support the maintenance of a positive attitude and behavior in the part of athletes at all activities.
3. Inventory all athletic equipment and inform the Athletic Director of any needs. Distribute and collect all uniforms and athletic equipment.
4. Communicate a practice and game schedule to the players, parents, and coaches.
5. Adhere to the rules and procedures in the coach’s handbook provided by the Athletic Director.
6. Communicate with the Athletic Director all team records.
7. Maintain necessary financial records.
8. Work with the Athletic Director to develop the game schedule and complete transportation for the season.
9. Follow established policies and procedures with site administrator regarding fundraising, bank deposits and purchases.

**Immediate supervisor:** Principal
**Assignment:** School Year
**Salary:** Stipend schedule