

## Head High School Football Coach Job Description

### **About Ringgold High School:**

Ringgold High School is a public high school, dedicated to developing students to become problem solvers, critical thinkers, effective communicators, technology users, and contributing members to a global workforce and society. Ringgold High School is a grade 9-12 comprehensive high school serving over 900 students.

### **Job Summary:**

The Head Football Coach is responsible for various aspects of the Football Program, such as recruiting within the school, scheduling opponents (in conjunction with the Athletic Director), training, and coaching team members. The Head Football Coach is required to abide the PIAA/WPIAL rules and regulations as well as the rules and regulations set by the Ringgold School District Board of Directors and the athletic administration at Ringgold.

### **Job Specifications:**

In order to be successful in this job, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required):**

- 3 years of experience coaching football at the high school level (head coaching experience preferred).
- Must possess effective coaching techniques and skills.
- Must possess knowledge of the rules, regulations, strategies, and techniques of the sport.
- Must possess the ability to establish and maintain effective working relationships with school administrators, governing organizations (PIAA/WPIAL), opponents, staff, parents, and students.

### **Essential Responsibilities:**

- Manage and supervise athletic activities, contests, and practice sessions, to promote individual growth in athletic skills, teamwork, discipline, respect, and good sportsmanship.
- Use a variety of instructional techniques and media to meet the needs and improve the abilities of student athletes in football.
- Coordinate the development and promotion of the Football Program.
- Hold organizational meetings for team prospects and encourage potential athletes to participate in the football program.
- Work with other members of school staff to plan and put in place instructional goals and objectives to ensure the overall educational development of student athletes.
- Ensure all football coaches work together toward a common goal within the football program and provide unity within the youth community programs.
- Establish performance criteria for competition and evaluate students' athletic abilities initially and on a regular basis.
- Develop a regular practice schedule and organize practice time to provide both individual and team development.
- Hold a preseason meeting with all student-athletes and parents before the first official game.
- Assess players' skills and assign team positions.
- Determine game strategy based on the team's capabilities.
- Monitor and enforce student eligibility criteria for extracurricular participation.
- Apply and enforce student discipline during athletic contests, practice sessions, and while on trips off school property.
- Encourage sportsmanlike conduct in all phases of athletic participation at all times.
- Take all necessary precautions to protect student-athletes, equipment, and facilities, including protecting students from hazing/bullying.
- Maintain and secure all football equipment and uniforms.
- Oversee process of cleaning, repairing, and storing all athletic equipment.
- Maintain records to ensure compliance with all pertinent PIAA/WPIAL regulations, including eligibility forms, transfer forms, and grade reports, and ensure that regulations are followed.

- Instruct and advise students on NCAA regulations with regard to academic requirements for scholarships and recruiting practices.
- Assist student athletes with college recruitment.
- Assist the Athletic Director with the scheduling of games and coordinate arrangements.
- Act as a team representative and promote the sport by communicating with the news media, booster clubs, service clubs, and other organizations.
- Participate in special activities to include senior night, banquets, award nights and pep assemblies.
- Conferences with parents/guardians, as necessary, regarding athletic performance of their student.
- Follow established procedures in the event of an athlete's injury.
- Represent the Ringgold School District and the Football program in a professional manner.
- Maintain nondiscriminatory practices in all activities.
- Attend staff development meetings, clinics, and other professional activities to improve coaching performance.
- Perform any other related duties as assigned by the Athletic Director or other appropriate administrator.

**Additional Knowledge/Skills/Attributes:**

**Knowledge:**

- Comprehensive knowledge of the game is paramount. Extensive knowledge of current coaching techniques and procedures.
- Knowledge of NFHS, PIAA, and WPIAL rules.
- Demonstrated ability to instruct and supervise student-athletes.

**Skills:**

- The applicant must possess the ability to communicate in spoken and written word.
- Excellent organizational, communication, and interpersonal skills.
- The applicant must possess the ability to relate to students and to teach them on and off the field.
- The applicant must be willing to accept a high level of accountability.
- The applicant must possess the ability to assess players and coaches effectively.

**Attributes:**

- The applicant should be professionally calm and motivationally intense.
- The applicant should be a progressive thinker but a believer in planning and preparation.

**Supervision Exercised:** Assistant Coaches, Football staff

**Supervision Received:** Principal /Athletic Director

*This job description in no way states or implies that these are the only duties to be performed by this employee. RSD reserves the right to update, revise or change this job description and related duties at any time.*

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date