



MONDOVI HIGH SCHOOL HEAD VARSITY COACH JOB DESCRIPTION

ABOUT MONDOVI HIGH SCHOOL:

Mondovi High School is a small rural public school in Northwest Wisconsin devoted to educating the whole person and driven to inspire a life-long commitment to learning and service. Mondovi High School is a 9-12 comprehensive high school serving approximately 250 students.

JOB SUMMARY:

The Head Coach will work under the supervision of the Activities Director in accordance with Mondovi's strategic mission. The position objective is individual character and adult staff development. The Head Coach must realize and appreciate the need for the their program to work with other sports as a complement to the entire athletic department.

QUALIFICATIONS:

Education/Certification:

Applicants should possess a Wisconsin Teaching License . All applicants must have a current resume with a fully completed application.

Primary Purpose:

Provide instruction and coach students to develop skills and the ability to excel in their sport. Contribute to the education program as a whole and to the growth of students involved in athletics so that they are successfully competitive.

Special Knowledge/Skills/Attributes:

Knowledge:

- ✓ Must have experience or a desire to work with public school athletes.
- ✓ Comprehensive knowledge of the game is paramount. Extensive knowledge of current coaching techniques and procedures.
- ✓ Knowledge of WIAA rules.
- ✓ Demonstrated ability to instruct and supervise student athletes.
- ✓ Utilization of technology is required.

Skills:

- ✓ The applicant must possess the ability to communicate in spoken and written word to all stakeholders.
- ✓ Excellent organizational, communication and interpersonal skills
- ✓ Establish a strong rapport with all stakeholders, the community, and colleges/universities through positive representation and communication

- ✓ The applicant must possess the ability to relate to students and to teach them on and off the field.
- ✓ The applicant must possess a high level of organizational skills evidenced in planning.
- ✓ The applicant must embrace 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.
- ✓ The applicant should be a person who cares about his character, team, and staff.
- ✓ The applicant should be able to function at a high capacity in a fast-paced environment.
- ✓ The ability to be consistent in decision making is a premium.

Experience:

Experience as a head varsity coach preferred.

Major Responsibilities and Duties:

- ✓ Use a variety of instructional techniques and media to meet the needs and improve the abilities of student athletes.
- ✓ Manage and supervise athletic activities, contests, and practice sessions to promote individual growth in athletic skills, teamwork, discipline, respect, and good sportsmanship.
- ✓ 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.
- ✓ Ensures that all assistant coaches work together toward a common goal within the their program and provide unity with a structured feeder system.
- ✓ Establish performance criteria for competition and evaluate students' athletic abilities initially and on a regular basis.
- ✓ Take all necessary precautions to protect student athletes, equipment, materials, and facilities.
- ✓ Monitor and enforce student eligibility criteria for extracurricular participation.
- ✓ Work with the Activities Director to schedule competitions and coordinate arrangements.
- ✓ Develop and coordinate a continuing evaluation of coaching program and make changes based on findings and the ongoing needs of the program.
- ✓ Accompany and supervise student athletes during athletic competitions in assigned sports on our-of-town trips.
- ✓ Maintains, files, and copies all pertinent WIAA materials, eligibility forms, transfer forms, grade reports, and ensures that the WIAA and archdiocese guidelines are followed.
- ✓ Apply and enforce student discipline during athletic contests, practice sessions, and while on trips off school property in accordance with Student Code of Conduct and student handbook.
- ✓ Encourage sportsmanlike conduct in all phases of athletic participation at all times.

- ✓ Establish and maintain open communication by conducting conferences with parents, students, principal, teachers, Activities Director and Superintendent.
- ✓ Maintain a current inventory of all fixed assets within program.
- ✓ Oversee process of cleaning, repairing, and storing all campus athletic equipment including the weight room.
- ✓ Annually establish and meet performance goals.

Supervisory Responsibilities:

Directly supervises assigned personnel

Performance Keys:

- ✓ Team Discipline
- ✓ Athlete and Personal Development
- ✓ Program Competitiveness
- ✓ Strength and Speed Development (Year-around)
- ✓ Coach Development (Staff and Self)
- ✓ Operational Integrity and Supervision
- ✓ Community (internal and external) Perception (Communication and Reputation)
- ✓ Functionality within the Mission of Mondovi Public Schools

Working Conditions (Mental Demands/Physical Demands/Environmental Factors):

Maintain emotional control under stress. Frequent districtwide and statewide travel. Frequent prolonged and irregular hours. May be exposed to wide range of weather conditions.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.