

ANKENY CHRISTIAN ACADEMY
ATHLETIC COACH JOB DESCRIPTION

GENERAL DESCRIPTION

- Goal: The coach shall prayerfully help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God. The coach will support each participating student/athlete in achieving a higher level of skill, an enhanced appreciation for the values of discipline, teamwork and sportsmanship, and an increased level of self-esteem. All coaches should be dedicated to developing successful athletic teams, considering not only win/lose records but, especially, the overall purpose of achieving personal growth through athletic participation and competition.
- Overview: The coach shall be born-again who feels called of God to the coaching profession. Other qualifications may be added by the board/administration as deemed appropriate.
- Contracted by: School board upon recommendation of the athletic director for one year.
- Responsible to: Athletic director as assigned
- Supervises: May supervise assistant coaches, student managers, and volunteers.
- Evaluation: Coach performance will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel and this job description. Details are found in the 400 Policy Series.
- Type of Position: Seasonal

REQUIRED PERSONAL QUALITIES

The coach shall:

1. Have received Jesus Christ as his/her personal Savior.
2. Believe that the Bible is God's Word and standard for faith and daily living.
3. Be in whole-hearted agreement with the school's Statement of Faith, Doctrinal Distinctives, and Declaration of Moral Integrity.
4. Be a **Christian role model** in attitude, speech, and actions toward others.
5. Be a member in good standing at a local, evangelical church that has a Statement of Faith in agreement with the school's Statement of Faith.
6. Show by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
7. Have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go." Proverbs 22:6

ADDITIONAL PERSONAL QUALITIES

The coach shall:

1. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
2. Meet stress with emotional stability, objectivity, and optimism.
3. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and agreement with school policy.

4. Use acceptable English in written and oral communication. Speak with clear articulation.
5. Respectfully submit and be loyal to constituted authority.
6. Shall notify the athletic director of any policy he/she is unable to support.
7. Refuse to use or circulate confidential information inappropriately.
8. Make an effort to appreciate and understand the uniqueness of the school's culture/climate.
9. Perform other duties as requested by supervisor or as assigned.

JOB DESCRIPTION - Essential Functions

Duties and Responsibilities (All coaches):

1. Coach individual participants, small groups and the team, as appropriate, in the skills necessary for achievement in the sport.
2. Know and implement established rules and policies including:
 - Specific rules governing the sport involved;
 - General rules/policies of Blue Grass Conference;
 - Guidelines contained in the athletic handbook;
 - General policy & procedures of ACA
3. Provide input to the athletic director concerning the safety conditions of the facility or area in which the assigned sport is conducted.
4. Provide supervision of all students/athletes involved in the coach's particular activity at all times of involvement.
5. Cooperate and share professionally with other members of the staff including, but not limited to other coaches.
6. Strive to establish cooperative relations and makes a reasonable effort to communicate with parents/guardians as appropriate.
7. Attend all required meetings and submit all required paperwork in a timely manner
8. Maintain discipline and work to increase morale and cooperation within the school athletic program and school community
9. Maintain good public relations with media, association, volunteers
10. Work with athletic director, parents and players to address issues or concerns
11. Update the athletic director frequently during season about any issues, concerns, or highlights

Duties and Responsibilities (Head Coaches):

12. Work with the athletic director for scheduling games and practices
13. Submit budget needs (i.e., uniforms, equipment) annually to the athletic director in accordance with established timelines and guidelines.
14. Provide to the Athletic Director an accounting of spending including, but not limited to, the income and outgo of monies from any fund raising efforts.
15. Oversee penalties for violation of such standards as stipulated by district rules, board policy, school procedures and the athletic handbook.
16. Maintain necessary attendance forms, eligibility records, team roster and similar pap
17. Provide direction and support to assistant coaches, as appropriate, in developing their coaching skills and activities.
18. Maintain inventory of uniform/equipment issue
19. Organize parents, coaches, and players for pre-season meetings
20. Develop procedures for keeping parents and athletes informed
21. Prepare and lead in spiritual mentorship including team devotions, prayer, and an atmosphere conducive to spiritual growth
22. Schedule and plan a post-season awards night for specific sport

JOB DESCRIPTION - Supplemental Functions

The coach shall supervise extracurricular activities, organizations, and outings as assigned.

Physical Requirements to Fulfill the Essential Functions of a Coach

(Leave category blank if not applicable)

FREQUENCY OF REQUIRED EXPOSURE/USE.

WORKING ENVIRONMENT	OCCA-SIONAL	FRE-QUENT	DAILY	NOT PERMITTED
COLD (50 F or less)	x	x		
HEAT (90 F or more)	x	x		
GASES/FUMES/DUST	x			
CHEMICALS/SOLVENTS	x			
NOISE		x		
CLIMBING STAIRS	x			
CRAWLING OR KNEELING	x			
STANDING			x	
SITTING			x	
WALKING			x	
RUNNING	x			
BENDING			x	
REACHING OVER SHOULDER		x		
PUSHING			x	
PULLING			x	
MOVING HEAVY ITEMS				
LIFTING/LOWERIN:				
Up to 20 lbs		x		
Up to 50 lbs	x			
More than 50 lbs				x
LIFTING OVER SHOULDER:				
Up to 20 lbs		x		
Up to 50 lbs	x			
More than 50 lbs	x			
CARRYING:				
Up to 20 lbs		x		
Up to 50 lbs	x			
More than 50 lbs	x			

WORKING ENVIRONMENT	OCCA-SIONAL	FRE-QUENT	DAILY	NOT PERMITTED
ON-TIME ARRIVAL			x	
REGULAR ATTENDANCE			x	
SUMMON EMERG. HELP	x			
APPLY CPR/FIRST AID	x			
LEAD FIELD TRIPS	x			
COMMUNICATE DATA		x	x	
PREPARE REPORTS	x		x	
VISUAL ACUITY: Near			x	
VISUAL ACUITY: Far			x	
COLOR DISCRIMINATION		x		
HEARING			x	
SPEECH			x	
MANUAL DEXTERITY			x	
EYE/HAND COORD.			x	
OUTDOOR DUTY	x	x		
DRIVING		x		

WORKING ENVIRONMENT	OCCA-SIONAL	FRE-QUENT	DAILY	NOT PERMITTED
TELEPHONE	x			
FAX	x			
COPIER	x			
COMPUTER/LAPTOP		x		
PRINTER	x			
CALCULATOR	x			
LCD PROJECTOR	x			
AV EQUIPMENT	x			
OTHER (Please list)	x			

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned.

Coach Signature: _____ Date: _____

Board approved: