

Hobbs Municipal Schools Job Description

Position: Head Coach – All Hobbs High School Sports

Supervisor: Athletic Director, Principal

General Job Description: To establish and maintain an athletic program of the highest caliber in the sport(s) to which they are assigned.

Qualifications:

1. Bachelor's Degree
2. New Mexico Teaching License with a Coaching Endorsement
3. Five years experience in teaching and coaching
4. Demonstrated interest and aptitude for performing the task(s) of Head Coach.

Essential Duties and Responsibilities:

1. Help each participating student achieve a high level of skill, an appreciation for the values of discipline, teamwork, and sportsmanship, and an increased level of self-esteem.
2. Develop and communicate clear and specific goals for the team and individual players throughout tryouts and the season.
3. Maintain open and honest communication with students, parents, and other coaches.
4. Develop and demonstrate a good knowledge base of best practice specific to their coaching arena.
5. Support and collaborate with coaches in other athletic programs.
6. Model and teach skills necessary to succeed.
7. Support student academic expectations, responsibilities, and achievements.
8. Promote and enforce the student athlete code of conduct.
9. Assist in the screening, employment, supervising and assignment of assistant coaches in his/her major sport.
10. Be responsible for the scouting program of assigned sport.
11. Be responsible for monitoring, representing, and having a working relationship with radio, television, print media, and booster clubs.
12. Be responsible for helping represent the district in his/her major sport.
13. Be responsible for a coordinated program in cooperation with the Athletic Director, in grades, 8-12 in his/her major sport.
14. Monitor effective working relationship with junior high school coaches in his/her major sport.
15. Supervise the overall program to which the head coach is assigned in cooperation with the Athletic Director and the principal.
16. Plan and schedule a regular program of practice in season.
17. Work closely with the Athletic Director in scheduling interscholastic contests.
18. Be knowledgeable of rules and regulations regarding his/her sport as presented in the NMAA handbook.
19. Monitor the response to all rules and regulations in all activities to which they are assigned responsibilities.
20. Recommend purchase of equipment, supplies, and uniforms, as is appropriate.
21. Maintain necessary attendance forms, proof of insurance records, physical records, code of ethics, parent permission forms, and similar paperwork.
22. Oversee the safety condition of the facility or area in which assigned sport and/or activity is conducted at all times that students are present.
23. Enforce discipline and sportsmanship behaviors at all times, and establish and oversee penalties for breach of such standards by individual students.
24. Attend to the academic classroom work which may be assigned using acceptable methodology and techniques of teaching.
25. Prepare and submit to the athletic office:
 - a. A list of athletes participating in your program at least two weeks before the first contest (for eligibility purposes).

- b. A list of lettermen in your program at the end of the season.
 - c. A complete inventory of equipment at the end of the season.
26. Compile and distribute to all faculty members, assistant principals, and attendance office, a list of athletes that are to be excused from school on each road trip.
 27. Complete and submit requests for transportation as soon as the athletic schedule is confirmed for any scheduled road trip.
 28. Provide a safe keeping for valuables during practice and game time.
 29. See that all athletes under his/her jurisdiction are well informed as to all athletic eligibility rules and regulations. Screen student athletes for eligibility and maintain a system for checking grades and eligibility throughout the season and in the off-season.
 30. Limit the time athletes will be out of school to a minimum.
 31. See that no student in his/her program participates in more than the maximum number of games/contests than is permitted.
 32. Conduct oneself in a manner that will not cause any embarrassment to the team, school, or community. Demand the same expectations to all of his/her assistant coaches.
 33. Accept and perform all duties and responsibilities assigned by the athletic director, principal, or head coach.
 34. See that all athletes, while under his/her jurisdiction are well supervised at all times.
 35. Become a member of the NMHSCA, complete the NMAA online rules clinic, concussion awareness course, input schedules, roster, team photo, team results into the NMAA computer database by the deadline established by the NMAA.
 36. Hold a parent/athlete pre-season meeting to go over rules, safety risks, and expectations.
 37. Complete other tasks as deemed appropriate by the immediate supervisor and/or the superintendent.

NOTE: While many of the aforementioned responsibilities may be delegated to an assistant coach, it remains the head coach's responsibility to see that his/her program is in total compliance.

Additional Duties and Responsibilities:

Work Environment:

Must be able to work within various degrees of noise, temperature and air quality. Work surfaces will vary from concrete to grass to hard wood floors. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hour work may be required. Must be able to work under stressful conditions. May make site or home visits when needed and appropriate.

Physical Requirements:

Ability to demonstrate the appropriate skills and techniques to be used by the athletes to participate in their particular sport(s) in preferred. Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture, equipment and boxes up to 50 pounds may be required

Safety and Health Requirements:

1. Bloodborne Pathogens Standard Training
2. Knowledge and training in first aid procedures should be required for handling athletic related injuries in their particular sport(s).

Equipment/Material handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology. Must know how to operate or be willing to learn to operate whirlpools, weight machines, and sports aid equipment.

Terms of Employment:

Salary and work year to be established by the Board.