

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

**CLASS TITLE:** Head Varsity Coach

**DEFINITION:** Under the direction of the Principal or designee and Athletic Director, provides leadership, supervision, and organization to the PGHS Athletic Team during the season in accordance with CIF and District policies and regulations.

**RESPONSIBILITIES:**

- Develop the philosophy of the program so that it is consistent with the expectations of Pacific Grove High School and the Board of Education.
- Organize the program in relationship to coaching assignments, practice plans, and facility use.
- Coordinate all aspects of an athletic program for a particular sport including the training and instruction of student athletes.
- Apply knowledge of skills, techniques and rules of the sport to assist athletes to reach their fullest potential.
- Maintain appropriate practice and play schedules and conform to all District, Mission Trails Athletic League, and CIF policies and procedures for athletics.
- Reserve facilities and coordinate trip and transportation arrangements as necessary.
- Provide leadership, demonstrate sportsmanship and be a positive role model for athletes to be enthusiastic and to demonstrate self-confidence.
- Be knowledgeable and competent in the care and prevention of athletic injuries, coaching techniques, rules and regulations in the sport being coached, and adolescent psychology as it relates to sports participation.
- Show respect for players, officials, and other coaches.
- Respect the integrity and judgment of game officials.
- Establish the safety and welfare of the players as the highest priority.
- Ensure that the integrity of the game is maintained and that basic values and principles are not sacrificed in order to win.
- Ensure all team members participate in practice and in games.
- Provide proper supervision of athletes during practice, in locker rooms, at contests and on trips.
- Use discretion when providing constructive criticism and reprimanding players.
- Maintain consistency in requiring all players to adhere to the established rules and standards of the game to be played.
- Properly instruct players in the safe use of equipment.
- Do not suggest, provide, or encourage any athlete to use non-prescriptive drugs, anabolic steroids, or any substance to increase their physical development or performance that is not approved by the United States Food and Drug Administration, the Surgeon General of the United States or American Medical Association.
- Follow the rules of behavior and procedures for crowd control as established by Pacific Grove High School, the Mission Trails Athletic League, and CIF.
- Support and monitor athletic eligibility with regards to grades, attendance, conduct, physicals, and insurance so that it conforms to school, district, league and CIF standards.
- Establish a systematic method of distributing, collecting and inventorying equipment.
- Under the direction of the Athletic Director: Plan and manage the budget of the individual program. Follow school and ASB budget policies and regulations. Ensure that fundraisers are approved by the Site Principal and/or Board as required.

## Head Varsity Coach (Continued)

- Develop and maintain a positive relationship with students, parents, the media, the community, the staff, and the administration.
- Ensure that volunteer coaches are properly identified and registered with the District Human Resources Department.
- Perform other duties as assigned by the Principal/designee.

### **QUALIFICATIONS:**

- Knowledgeable and competent in: 1) injury prevention; 2) emergency procedures; 3) coaching techniques; 4) skills, techniques, and rules of the sport being coached; 5) child psychology.
- Knowledge of the general needs and behavior of children.
- Ability to communicate in writing for the purposes of composing the required reports and other correspondence.
- First Aid and CPR Certification prior to employment and/or beginning of relevant season.
- Valid California Driver's License.
- ASEP Coaching Principles course must be completed within one coaching season of employment.

### **EDUCATION AND EXPERIENCE:**

- High school graduation or its equivalent.
- College level playing experience, training, and/or previous high school coaching experience in the sport to be coached is preferred.

**PHYSICAL REQUIREMENTS:** of this position are, but not limited to, the following:

#### **Ability to:**

- Stand in one area for extended periods of time.
- Stand and walk for extended periods of time.
- Sit for extended periods of time.
- Ascend and descend steps.
- See for the purpose of reading student work, laws and codes, rules and policies, and other related matter, and observing students.
- Hear and understand speech at normal levels.
- Understand and carry out oral and written directions.
- Communicate so others will clearly understand normal conversation.
- Communicate using the telephone.
- Bend, twist, kneel and/or or stoop.
- Lift and carry 30 lbs.
- Reach in all directions.
- Think clearly and rationally to solve problems.

### **WORKING CONDITIONS:**

Indoor/outdoor working environment. Strenuous physical effort characterized by frequent running, standing, bending and lifting.

#### **NOTE:**

This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.