

## **SERIES 500 – PERSONNEL**

### **Co-curricular Coaches and Advisors - 550**

#### **Job Description of Jr. and Sr. High Athletic Coaches (551.2)**

##### **BASIC FUNCTION**

All Athletic Coaches of the Norwalk-Ontario-Wilton School District must conduct themselves in their contact with student athletes in a consistent manner with the School District's Vision Statement:

The Norwalk-Ontario-Wilton School District is committed to creating a safe and positive school environment so that all students can experience academic and personal growth. The Norwalk-Ontario-Wilton School District will encourage achievement, respect, responsibility, caring, and trust.

It is the role of the Athletic Coach to emphasize interscholastic athletics as a partner with the academic program of the school and non-athletic co-curricular programs. It is important that the Athletic Coach cultivate high ideals in the areas of citizenship and sportsmanship. An emphasis on the development of student athlete's skills, and the values of teamwork and cooperation are vital to the overall development of the child within the school and community as a whole. Therefore, knowledge of the sport and communication skills with faculty and staff, student athletes, parents, and community members are essential.

**Reports To: Athletic Director and School District Administration**

##### **SPECIFIC RESPONSIBILITIES:**

- 1) Set lettering criteria for all participants prior to the start of that sport's season. (Varsity Level Only)
- 2) Provide to the Athletic Director, in writing, at the end of the season with an inventory list of all equipment and uniforms.
- 3) Provide to the Athletic Director with uniform and equipment requests no later than March 1 of the preceding school year so a proper athletic budget can be developed.
- 4) Communicate, in a positive manner, with children and parents when concerns arise.

- 5) Represent the school and the students at All-Conference Selection meetings and WIAA Seeding meetings. (Varsity Level Only)
- 6) Follow all WIAA guidelines for that coach's particular sport.
- 7) Contact local and regional media with your team's scores and statistics.
- 8) Complete all rules examinations and required rules meetings prior to the first contest of your particular sport.
- 9) Be aware of the guidelines of the Co-curricular Handbook as it applies to all student athletes.
- 10) Follow ethical and professional procedures in dealing with student athletes.
- 11) Cooperate with other coaches and the Athletic Director in dealing with daily and monthly scheduling of activities.
- 12) Conduct a pre-season parent and student-athlete meeting.

Adopted: 7/17/06