

## **JOB DESCRIPTION**

**TITLE:**                   **ATHLETIC DIRECTOR**

**GOAL:**                    Provide for overall leadership and coordination among the various sports to facilitate programs that provide youngsters worthwhile learning experiences.

**QUALIFICATIONS:**    Valid Idaho Teacher Certification  
Employed as a teacher in the building.  
Previous experience as a coach is required  
Has knowledge of the overall operation of athletic program  
First Aid certification required  
Recommended CAA certification  
Required NFICEP certification  
Recommended Athletic Administration Certification

**RESPONSIBLE TO:**     Building Principal and District Athletic Director

### **DUTIES AND RESPONSIBILITIES:**

1.     Responsible for assessing the school's athletic program.
2.     Responsible for administering all National Federation, Idaho High School Activities Association, school district and building rules and regulations. Frequent meetings may be called to facilitate a smooth operation of these rules and regulations with coaches.
3.     Work with the principal and District Athletic Director in making coaching assessments at their school.
4.     Communicate with the principal and District Athletic Director in regards to coaching performances.
5.     Responsible for conducting annual coaching performance assessments.
6.     Responsible for the scheduling of all athletic contests. These schedules should be cleared through the principal of their senior high school.
7.     Issue all athletic contracts.
8.     Attend the athletic events of their school whenever possible and will work in conjunction with the assistant athletic director to cover all home events.
9.     Check on all transfer students to ensure their eligibility.

10. Work with coaches and principals in problems of discipline concerning athletics. Will also maintain a file of all athletic suspensions and expulsions from teams in regard to giving each athlete "due process".
11. Meet monthly with other Southern Idaho Conference athletic directors concerning league business and extended scheduling.
12. Coordinate with the school physical education chairperson and coaches to set up facilities for all activities.
13. Responsible for the coordination and planning of athletic budgets. Will meet with coaches and insure that all sports have an equal opportunity to present their budgets.
14. Work with the principal or their designee and head coach in planning athletic awards programs.
15. Responsible for obtaining the advertising, information, printing and selling of programs for varsity contests. May assign a designee to do this.
16. Provide athletic insurance forms to all athletes.
17. Review with their coaches the District Senior High Athletic Handbook (on the BSD website).
18. Require all walk-on coaches to follow the District hiring procedures.
19. Maintain records and inform their coaching staff of their current first aid status.
20. In conjunction with the athletic trainer will be responsible for keeping on file a current physical for each student athlete involved in athletics.
21. In conjunction with the coaches will arrange transportation of all athletic teams.
22. Responsible for improvement of facilities which shall be directed to the building principal and District athletic director for consideration and referral at their discretion.
23. Coordinate the use of all school athletic facilities by groups outside the school with the respective building principal and District Athletic Director.
24. Keep the release and participation information form on file for two years after the individual graduates.
25. Work with the coaches to make sure all student athletes see the video on Informed

Consent.

26. Will be, in conjunction with the commissioners, responsible for contracting all game officials for home events.
27. Act as a tournament manager for all league and tournament playoff activities that are assigned to your school.
28. Maintain an active program that promotes sportsmanship and welcome the competing teams and guests.
29. Act as a liaison between coaches and the athletic boosters club.
30. Assist with or monitor the monthly calendar of school activities in conjunction with the principal, faculty and student body.
31. Provide information to the District Public Relations person.
32. Attend state, regional and national meetings whenever possible.
33. Volunteer to be on committees whenever possible.
34. Supervise on site activities and perform administrative duties during the months of June and August.
35. Will chair the 9th Grade Participation Review Committee.

## **JOB DESCRIPTION**

**TITLE:**                   **ASSISTANT ATHLETIC DIRECTOR**

**GOAL:**                    Assist the athletic director in providing leadership and coordination among the various sports to facilitate programs that provide youngsters worthwhile learning experiences.

**QUALIFICATIONS:**       Valid Idaho Teaching Credential.  
Employed as a teacher at the specific school site.  
Has previous coaching experience.  
First aid certified.  
Required NFICEP certification

**RESPONSIBLE TO:**       Athletic Director

### **DUTIES AND RESPONSIBILITIES:**

1.     Responsible for carrying out the Women's Athletic Program established by the principal and school athletic director:  
Assists in:
  - Scheduling athletic events
  - Prepares transportation time line
  - Game preparation
  - Determines practice times and sites
  - Assists in budget preparation
  - Monitor equipment maintenance
  - Facilitate tournament management
  - Assists in fund raising efforts
  - Assists in coaches performance assessments
  - Assists in culminating seasonal sport activities
  
2.     Has a thorough knowledge of athletic policy approved by the Idaho High School Activities Association and the Boise School District Board of Trustees, and is responsible for assisting in their implementation.
  
3.     Assist in explaining and promoting the athletic program to the principal, faculty, student body and school patrons.
  
4.     Performs any other duties as assigned by the Athletic Director.

## **JOB DESCRIPTION**

### **TITLE:**

**HEAD COACH**

### **GOAL:**

Instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of positive values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

### **QUALIFICATIONS:**

The District shall fill the position of head coach with a person who:

- holds a current Idaho teaching certificate or
- is certified by the American Coaches Effectiveness Program

The job of head coach may be a paid or volunteer position. All coaches must submit to a criminal background check and hold a current first aid/CPR card.

### **RESPONSIBLE TO:**

Athletic Director and Principal

### **DUTIES AND RESPONSIBILITIES:**

1. Develop a written philosophy statement and conduct a preseason meeting with parents and players to discuss acceptable player behavior, practice procedures, substance abuse policy and other guidelines that relate to program management.
2. Determine the system of play. Establish goals and objectives.
3. Have a thorough knowledge of all District and State Athletic Policies and be responsible for their implementation.
4. Understand and follow the proper administrative line of command and refer all requests or grievances through proper channels.
5. Establish a working relationship with the junior high and elementary coaches.
6. Continue professional growth by attending classes, clinics, workshops, and affiliations with professional organizations.
7. Conduct oneself as a positive role model.

8. Assist athletic director and principal in hiring assistant coaches.
9. Train and inform staff, encourage professional growth by urging them to attend clinics and workshops.
10. Delegate specific duties, supervise implementation, and at season's end, analyze staff effectiveness and evaluate all assistants.
11. Report all rule violations or suspected violations to the school athletic director.
12. Consult with the athletic director and principal, or his designee, in matters of purchasing equipment, scheduling, and coaching assignments.
13. Work to develop positive athlete-teacher relationship. Initiate during the season grade check, conduct athletic study table, if necessary.
14. Turn in squad rosters as directed to the athletic director.
15. Develop a sports specific safety plan.
  - a. Show team members the Informed Consent Video dealing with risk of injury involved with sport activity.
16. Be responsible for the collection of equipment and have athletic fines resolved by the end of the season.
17. Prepare travel rosters and itineraries prior to the 48 hours of departure.
18. Remain at practice or contest until all athletes have left the athletic area.
19. Inspect locker room with the visiting coach before and after the contest.
20. Ride the team bus to and from practices or contest.
21. Require appropriate behavior on road trips by supervising students in motels and restaurants.
22. Promote and encourage fair play, good sportsmanship, and ethical standards of conduct both on and off the field.
23. Forewarn all participants that involvement in physical confrontation could result in removal from game and/or suspension from subsequent games.
24. Maintain a yearly inventory of all new and used equipment.

25. Work with athletic director in developing a yearly budget.
26. Work with the media to develop a positive relationship and utilize the District's Public Relations Specialist.
27. When giving post-game interviews, give credit to your coaches and players when warranted and to your opponent as well. Refrain from criticizing officials and never use profanity.

## **JOB DESCRIPTION**

**TITLE:** ASSISTANT COACH/WALK-ON COACH

**GOAL:** Carry out the objectives of the sports program as outlined by the head coach. Instruct athletes in team and individual fundamentals, strategies, and physical training necessary for them to realize individual and team success.

**QUALIFICATIONS:** Have a current first aid card on file with the school Athletic Director.  
Required NFICEP certification or can take the NFHS Fundamentals of Coaching course offered by the IHSAA.  
Required to take the sexual harassment class offered by the district.  
Previous coaching experience in assigned sport is recommended.

**RESPONSIBLE TO:** The head coach in conjunction with the Athletic Director and Principal.

### **DUTIES AND RESPONSIBILITIES:**

1. Has thorough knowledge of District athletic policies/procedures and is responsible for the implementation of these policies.
2. Understand the proper administrative line of command and refer all student's and parent's requests or grievances through the proper channels.
3. Assists the head coach in the scheduling and providing transportation to all games and tournaments.
4. Assists in the necessary preparation to hold practices and games in coordination with the Physical Education and Maintenance Departments.
5. Assists in the collection of necessary documentation to fulfill State and District requirements concerning physical exams, consent, and eligibility.
6. Assists in the implementation of the program as outlined by the head coach. Is loyal and supportive even though philosophical differences may exist.
7. Assist the head coach in the issuing, fitting, and monitoring the condition of the equipment used in the sport coached.
8. Attend staff meetings for the purpose of planning and evaluating the program.
9. Carry out scouting responsibilities as assigned by the head coach.

10. Conducts oneself in a manner that exemplifies self control and the promotion of good sportsmanship.
11. If the situation necessitates, assume the position of head coach and function as such.

## **JOB DESCRIPTION**

**TITLE:**                    **BUSINESS TECHNICIANS**  
(only as pertains to athletics)

**GOAL:**                    Oversee and maintain all financial accounting procedures and processes to insure accurate district financial procedures and policies for all athletic accounts. Promote responsible fiscal accountability regarding individual athletic activity budgets.

**QUALIFICATIONS:**        Bookkeeping/Accounting background  
Computer experience

**RESPONSIBLE TO:**        Building Principal

### **DUTIES AND RESPONSIBILITIES:**

1.        Supervises ticket sellers, ticket takers, security guards, as needed.
2.        Monitors the individual coaches and athletic director to maintain accurate accounting of the financial transactions of their respective sport.
3.        Has input in final stages of budget and availability for funds.
4.        Maintains a complete and accurate system of financial accounting for athletic activities.
5.        Insures that coaches and athletic director uniformly comply with District policies and practices for purchasing (that bids are sent out to three (3) vendors on all orders totaling \$2,500.00+), accounting, depositing and budgeting.
6.        Is in compliance with district procedures, distributes purchase orders for all purchases. Prepares all bills for payment and cuts checks for said bills based on invoice/statement.
7.        Maintains financial files for each athletic account and provides a monthly computerized report stating all expenditures and income.
8.        Deals with vendors regarding status of purchase orders and payments.
9.        Maintains current list of officials and sends year-end tax information to the district accounting office.

## **JOB DESCRIPTION**

**TITLE:**                                   **ATHLETIC TRAINER/ASSISTANT ATHLETIC TRAINER**

**GOAL:**                                    To Provide prevention and care of athletic injuries including therapeutic rehabilitation to allow for the least loss of competitive time, while keeping the mental and physical welfare of the athlete as the top priority.

**QUALIFICATIONS:**               Valid Idaho Teacher Certification  
Idaho State Registration as athletic trainer  
N.A.T.A. certification is desirable

**RESPONSIBLE:**                   Athletic Director  
Must work under supervision of licensed physician  
Idaho code: sec 54-3914 IDAPA 22:01.10

**SUPERVISES:**                    Student trainers

### **DUTIES AND RESPONSIBILITIES:**

1.     Responsible for the treatment and supervision of treatment for all minor athletic injuries and conditions.
2.     Responsible for referring athletic injuries to physicians for diagnosis and treatment.
3.     Develops and supervises appropriate rehabilitation programs for athletes under the direction of the physician.
4.     Determines if a player is capable of continued participation in a game and/or practice if the player is injured, as directed by a physician.
5.     Responsible for reporting injuries to coaches, parents, and athletic office and developing an annual report of athletic injuries.
6.     Responsible for maintaining an athletic file on all athletes to include a current physical, interim questionnaire, emergency card, injury reports, and any information deemed necessary by the head trainer.
7.     Responsible for the safe operation, inventory, and requisition of all training room supplies and equipment. Requests for supplies must be submitted to the assistant principal. Additionally, shall submit an annual budget for all first aid and medical supply needs for the year.

8. Responsible for giving basic instruction to athletic staff members in the prevention and care of injuries.
9. Assists and advises the coaching staff regarding injury prevention and conditioning programs.
10. Responsible for training and supervising student trainers during practices and athletic contests.
11. Must be present at all varsity football games and practices. Must be present at all home boys and girls varsity basketball games, home varsity wrestling matches, home varsity baseball games, and home varsity softball games. When scheduling conflicts arise, game coverage is at the trainer's discretion.
12. Shall be on duty each school day during the fall season until 5:30 p.m., the winter season until 5:00 p.m., and the spring season until 4:30 p.m. to treat and rehabilitate athletic injuries.
13. A trainer's responsibilities lie with the treatment of athletic injuries, therefore, the trainer should not coach a school-related activity.

***Addendum: The principal will designate a head trainer who will be in charge of and responsible for the training program. A second trainer will be identified as the assistant trainer who will work in an associate position under the direction of the head trainer.***