



## Job Title: Head Athletic Coach (High School)

Salary Schedule: Instructional  
Pay Grade: Supplemental

Job Code: Supplemental  
JDE: S-35.40

### MAJOR FUNCTION:

Establish, coach, monitor, and maintain a successful sports program for the school.

### MINIMUM QUALIFICATIONS:

- High School diploma or equivalent.
- Valid Florida teaching certificate or valid Department of Education athletic coaching certificate.
- Valid FHSAA certificate(s).
- Valid Adult and Child First Aid/CPR/AED certificate issued by the American Heart Association or American Red Cross.
- Current employee of the School District of Lee County.

Such alternatives to the above qualifications as the Board may find acceptable.

### KNOWLEDGE, SKILLS, AND ABILITIES:

- Teaching, coaching, and athletic knowledge and experience.
- A working knowledge of the sport.
- Oral and written communication skills and interpersonal skills.
- Ability to administer First Aid/CPR/AED as needed for illness, injury, or life-threatening emergencies per certification training guidelines.

### REPORTS TO:

Designated Supervisor or Designated Administrator

### ESSENTIAL JOB FUNCTIONS:

- Work with the Activities/Athletic Director in the selection and organization of a qualified coaching staff.
- Teach and coach the fundamentals of the sport, good sportsmanship, leadership, respect for teachers and adults, fair play, the importance of academics, and relate to and inspire confidence in students.
- Organize initial team meeting and establish team rules, procedures, and policies in writing as approved by Activities/Athletic Director.
- Follow established school eligibility procedure for FHSAA eligibility, collect insurance or insurance waivers, physicals, and parent permission forms, and file the forms with the Activities/Athletic Director.
- Abide by and enforce School Board and FHSAA policies on tobacco, alcohol, and drugs.
- Supervise regular practice sessions and games and is responsible for the conduct of participants at practice, games (before, during, after), pep rallies, and while traveling as a member of the team.
- Assign and supervise JV/9<sup>th</sup> grade coaching responsibilities.
- Ride the bus to and from contests, staying until the last student leaves from that contest.
- Attend athletic banquets; carry emergency phone numbers and insurance forms to all activities. (Return forms at the end of the season.)
- Attend and encourage assistant coaches to attend required FHSAA organizational and rules meetings.
- Responsible for security of facility at the close of each practice and/or game.
- Report all accidents/injuries to the Activities/Athletic Director and/or administrator. Fill out a student accident report from as prescribed by county/FHSAA policies. Assist injured student athletes in filling out the claims form that must be completed and submitted to the doctor and/or hospital.
- Assist the Activities/Athletic Director in preparing playing areas (facilities) for scheduled games.
- Assist the Activities/Athletic Director in scheduling contests.
- Attend coaches' meetings when called or scheduled.
- Follow established school procedures for securing necessary equipment and uniforms for the team, sending a written report to the Activities/Athletic Director.
- Responsible for the care, cleaning and securing of all uniforms and equipment at the end of each season.
- Responsible for submitting the following information to the Activities/Athletic Director within two weeks after the close of each season; (a) the criterion used and list of letter winners; (b) season record; (c) a list of student athletes receiving special awards or recognition; (d) inventory of uniforms and equipment; and (e) program needs for the following season.
- Assist the Activities/Athletic Director in the organization of an end of the season banquet.
- Attend and coordinate programs with the Booster Club.
- Administer First Aid/CPR/AED as needed for illness, injury, or life-threatening emergencies per certification training guidelines.



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- Adhere to District policies and procedures.

### OTHER JOB FUNCTIONS:

- Attend staff meetings and participate in conferences and other trainings to enhance job performance.
- Seek out professional development opportunities and maintain professional licensure and certifications.
- Promote the District's interest in increasing student achievement by working with the educational interests of students in mind at all times.
- Maintain positive communication with colleagues, community members, parents, and students to promote an increase in community engagement in education.
- Support the retention of Highly Effective and Effective employees by exhibiting professionalism and making positive contributions to workplace morale.
- Promote a culture of high performance and continuous improvement by valuing learning and making a commitment to quality.

### EXERTION TYPE:

- Medium work. Position requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

### OTHER PHYSICAL REQUIREMENTS:

The following selected physical activities are required to perform the essential functions of this position.

Physical Requirement	Description	Percent of Time
<input checked="" type="checkbox"/> Balancing	Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	30%
<input checked="" type="checkbox"/> Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	10%
<input checked="" type="checkbox"/> Crawling	Moving about on hands and knees or hands and feet.	10%
<input checked="" type="checkbox"/> Crouching	Bending the body downward and forward by bending leg and spine.	30%
<input checked="" type="checkbox"/> Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.	80%
<input checked="" type="checkbox"/> Finger Dexterity	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	80%
<input checked="" type="checkbox"/> Grasping	Applying pressure to an object with the fingers and palm.	30%
<input checked="" type="checkbox"/> Hearing	Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.	100%
<input checked="" type="checkbox"/> Kneeling	Bending legs at knee to come to a rest on knee or knees.	10%
<input checked="" type="checkbox"/> Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.	30%
<input checked="" type="checkbox"/> Pulling	Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.	30%
<input checked="" type="checkbox"/> Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.	30%
<input checked="" type="checkbox"/> Reaching	Extending hand(s) and arm(s) in any direction.	30%



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<input checked="" type="checkbox"/> <b>Repetitive Motion</b>	Substantial movements (motions) of the wrists, hands, and/or fingers.	80%
<input checked="" type="checkbox"/> <b>Seeing</b>	The ability to perceive the nature of objects by the eye.	100%
<input checked="" type="checkbox"/> <b>Sitting</b>	Particularly for sustained periods of time.	20%
<input checked="" type="checkbox"/> <b>Standing</b>	Particularly for sustained periods of time.	80%
<input checked="" type="checkbox"/> <b>Stooping</b>	Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	30%
<input checked="" type="checkbox"/> <b>Talking</b>	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	90%
<input checked="" type="checkbox"/> <b>Walking</b>	Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	20%

**TERMS OF EMPLOYMENT:** Work year and salary as established by the Board and the TALC bargaining unit through the collective bargaining process.

**DAYS PER YEAR:** Supplemental

**FLSA STATUS:** Exempt

**BARGAINING UNIT:** TALC

**WORKER'S COMP. CATEGORY:** 8868 – School Professional

**BOARD ADOPTION:** 5-30-02

**REVISED:** 7-31-18, 7-30-19, 7-28-20, 1-26-21, 2-7-23

**REVIEWED:** COMPENSATION & LABOR RELATIONS WILL COMPLETE

Every job duty in a job description need not always be specifically described, and any omission does not preclude the required performance of all duties that are job-related.