

Job Description for Head Coach - Track

General Qualifications: The Head Coach must have a good knowledge of the sport, be able to communicate with student-athletes clearly and effectively; enthusiastically and successfully recruit athletes for the particular sport; and have a good rapport with student-athletes.

Specific Responsibilities:

- Responsible for assisting Athletic Director in selecting, supervising, and evaluation of Assistant Coach(es)
- Attend various meetings, as needed, to ensure smooth communication and implementation of plans. Responsible to ensure that all externally and internally required reports are complete, accurate, and submitted on time or as scheduled.
- Communicate with Student Athletes clearly and effectively including the philosophy and fundamental skills associated with the sport. Enthusiastically and successfully recruit student athletes. Stress good sportsmanship, safety, and the values of athletics, positive community relations and a positive image of the school to students, staff, and opponents.
- Conduct regular sports practice sessions for one and one-half or two hours on weekdays throughout the sports season (except with the permission of the Athletic Director to cancel a particular practice session). Accompany and supervise student athletes on sporting events at RISD throughout the state and country.
- Provide direct supervision of student athletes in vehicles, locker rooms, gyms, playing fields, and cafeteria during sport practices. Coaches must wait with students until all members of the team have been picked up from an event. Supervise and instruct student athletes and managers in caring for and storing equipment and supplies; maintaining lockers, showers, and supply rooms; washing towels and uniforms; keeping scores and statistics; and securing personal items. Securing all doors; and turning out lights at the completion of practice or event.
- Provide the Athletic Director with up-to-date rosters and eligibility lists at the beginning of the practice season and at any time the roster changes including practice schedules, team meetings and game schedule. Also, consults with the Athletic Director prior to suspending or dismissing any student from the sport team.
- Care for injured students, working closely with the school nurse, on the RISD campus by sending them immediately (if possible) to the Nurse's Office. If no nurse is on duty then follow the school emergency plan for serious injuries. Report any hazardous situation to the Athletic Director in a timely manner.
- Become familiar with the ESDAA/NESD manual, by laws, and comply with all RISD policies and procedures including the RISD Coach's Handbook.
- Perform other tasks as assigned by the Athletic Director and/or Administration