

**CLEVELAND HEIGHTS-UNIVERSITY HEIGHTS SCHOOL DISTRICT  
Department of Athletics**

**JOB DESCRIPTION – HEAD TRACK + FIELD COACH**

**Head Coach General Criteria**

The following general criteria will be used but not limited by in selecting a coach:

- Coaches will uphold the dignity, honor and integrity of the coaching profession.
- Coaches will emphasize the importance of academics in their student's daily lives.
- Coaches will demonstrate, encourage and promote good sportsmanship amongst teammates, coaches, opponents, officials and fans.
- Coaches will create an atmosphere that is safe for all participants.
- Coaches will take an active role in the prevention of the use of drugs, alcohol and tobacco.
- Coaches will adhere to all Ohio High School Athletic Association (OHSAA), Lake Erie League (LEL) and Cleveland Heights – University Heights School District rules and guidelines.
- Coaches will obtain and maintain current CPR, PAV and Fundamentals of Coaching certifications.
- Coaches will teach proper sport specific skills and techniques.
- Coaches will utilize effective and appropriate communication skills with students, parents, alumni and the general community.
- Enforce consistent discipline that reinforces positive behavior and personal decisions.

**Track + Field Specific Duties**

- Oversee, direct and manage an assistant coaching staff.
- Be involved with the coaches at the middle school level.
- Develop and implement a coaching philosophy as well as a set of expectations for all aspects of the program.
- Coordinate and supervise team travel to and from meets and practices.
- Ensure adequate and appropriate supervision in all locker room situations.
- Maintain an open line of communication with the athletic trainer and team doctor.
- Create and stay within a detailed budget plan for each season.
- Review grades and progress reports of athletes in an effort to promote academic achievement.
- Inventory all equipment.
- Maintain up to date and accurate rosters for Freshman, Junior Varsity and Varsity squads.
- Report all statistics and final scores to required media outlets.
- Develop a detailed practice plan for each practice session emphasizing appropriate and safe techniques, especially for throws and pole vaulting.
- Conduct study tables and after school programming on late practice slot days.

- Promote and assist athletes with the college recruiting process.
- Promote at least one charitable cause once a year for all athletes to participate in.
- Develop off-season programs for strength training and conditioning.
- Create the non-conference Varsity competition schedule.
- Due to the excessive number of cancelled and re-scheduled meets due to inclement weather, create an effective communication plan with athletes and families.
- Maintain accurate and timely Meet entries on Baumspage or the selected Meet software.
- Serve as the Meet Director for the Weingart Relays.
- Serve as the Meet Director for the Heights Middle School Championship Meet.
- Be visible in the youth program, elementary schools and middle schools.
- Coordinate end of season awards and attend all banquets.
- Communicate any and all concerns, issues or problems immediately to the athletic director.
- All other duties as assigned by the athletic director.

### **Qualifications**

- Bachelor's degree in education from an accredited college or university preferred
- Appropriate State of Ohio teaching certification/license preferred
- Appropriate student activity certificate
- First-aid certification
- CPR certification
- Alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

### **Required Knowledge, Skills, and Abilities:**

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Ability to recognize and treat minor athletic injuries
- Knowledge of the specific sport  
Prior supervision of specific sporting program, budget, inventory and transportation preferred
- Basic skills in equipment repair and maintenance as applicable
- Skills in public speaking

### **Equipment Operated:**

- Telephone
- Computer/printer
- Motor vehicle
- Calculator
- Television
- VCR

- Camcorder
- Stopwatch
- Scoreboard

**Additional Working Conditions:**

- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Occasional exposure to blood, bodily fluids and tissue
- Occasional interaction among unruly children
- Occasional travel
- Occasional weekend/evening work
- Occasionally lift, carry, push and pull various items up to a maximum of 50 pounds
- Frequent requirement to sit, stand, walk, talk, hear, see (including color vision), read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop

*The job functions listed above are intended to outline the essential functions typically performed by individuals who are in this job title. This description is not intended to be all-inclusive nor to prevent supervisors from assigning other tasks of a similar nature or level of responsibility.*