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ATHLETIC DIRECTOR

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TITLE: Athletic Director

QUALIFICATIONS:

1. Valid teacher certification as required by the State Department of Education.
2. A master's degree is desired, but not required, with courses in the organization and administration of athletic and physical education programs, including care & prevention of athletic injuries.
3. At least five years successful experience as a head coach.

REPORTS TO: Superintendent, and/or Principals of the High School and Junior High School.

SUPERVISES: Coaches

JOB GOAL: To provide each enrolled student of secondary school age an opportunity to participate in an extracurricular athletic activity that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sport, and the principles of fair play.

PERFORMANCE RESPONSIBILITIES:

1. Organizes and administers the overall program of extracurricular and interscholastic athletics for the district.
2. Provides leadership in the selection, assignment, and evaluation of athletic coaches and staff members.
3. Fosters good school-community relations by keeping the community aware of and responsive to the athletic program, working through Administrative offices.
4. Assumes responsibility for the organization and scheduling of all interscholastic athletic events in cooperation with the principal.
5. Hires officials, team physicians, and policemen as required, and assumes general responsibility for the proper supervision of home games.
6. Arranges transportation for athletic contest participants.
7. Arranges provision for meals for athletes and coaches.
8. Develops and places into operation appropriate rules and regulations governing the conduct of athletic activities.
9. Establishes the physical and academic requirements of eligibility for participation in each sport, and verifies each athlete's eligibility.

10. Requisitions, in cooperation with appropriate staff members, supplies, uniforms, and equipment for athletic programs.
11. Supervises the cleaning, storage, and care of all athletic equipment, and will maintain a complete inventory of same.
12. In cooperation with the Principal, supervises all ticket sales and fund-raising events connected with the athletic program, and assumes responsibility for proper handling and accounting of monies involved.
13. Arranges all details of visiting teams; needs, including meals, gymnasium services, and field assistance, as appropriate.
14. Makes all necessary arrangements for the use of nonschool playing fields and facilities.
15. Arranges the practice schedules for the coaches on the fields and in the gymnasiums.
16. Provides for the physical examination of all athletes prior to the beginning of each season.
17. Administers the insurance program covering school athletes, and assumes responsibility for all processing of reports and claims.
18. Keeps records of the results of all junior and senior high school athletic contests, and maintains a record file of all award winners, stating the date and type of the award, including athletic scholarships.
19. Directs an inschool, extracurricular program designed to foster support for the athletic teams and school spirit among nonparticipants.
20. Plans and supervises an annual recognition program for school athletes.
21. Performs such other tasks and assumes such other responsibilities as the superintendent may assign from time to time.

TERMS OF EMPLOYMENT: Ten month year. Salary and work year to be established by the Board.

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_

Copies to:  
Principals

TO ALL COACHES AND SPONSORS OF EXTRA-CURRICULAR ACTIVITIES

RE: STUDENT RELEASE TO THEIR PARENTS

It has come to the attention of the administration that parents are requesting that coaches and/or sponsors release their child to them after athletic or extra curricular activities.

The administrative policy is as follows:

1. Students may be released to Parents only. Not to aunt, uncle, brother or sister. Parents only.
2. Written permission is not necessary. However, prior notice to school official, coach or sponsor would be helpful.

BOARD OF EDUCATION:  
LARRY PERRY, President  
TERRY HELMIG, Vice President  
BENE HULSEY, Clerk  
JACK THOMPSON, Member  
JACK DALRYMPLE, Member

# Commerce Public Schools

420 D Street  
Commerce, Oklahoma 74339

DICK CURREY,  
Superintendent of Schools  
RANDALL JONES, High School Prin.  
JIM HUTTO, Middle School Prin.  
JACK REDDEN, Elementary Prin.  
PATRICIA HALL, Fin. Secretary

## JOB DESCRIPTION FOR COACHES

1. A coach needs to strive to develop kids to be as good as they are capable of being, based on:
  - a. Sound fundamentals
  - b. How to make commitment
  - c. Develop goals
  - d. Hard work
  - e. Getting along with others (team work to accomplish a common goal). This does not mean that you have to like or socialize with them.
  - f. Conditioning
  
2. All coaches are expected to organize their practices to cover all fundamentals that are necessary to develop sound players. Lesson plans (practice plans) are required and coaches will evaluate their plans on a daily, weekly, and yearly basis. Practice times: quality time not quantity time is required, (gym should be made available to kids other than school hours).  
  
Lesson Plans:
  - a. Grade films and write report about strength and weaknesses of each player
  - b. Scouting reports
  - c. Work on individual kid's weaknesses
  - d. Evaluate each player
  - e. Talk with parents as to what you are trying to accomplish with their individual child.
  
3. Coaches are expected to follow all rules set by the School Board, Administration, and the Oklahoma Secondary Schools Activities Association.
  
4. Coaches need to have a good rapport with their athletes, but should not be one of the gang by acting like a kid - they should always be in complete charge. Coaches are responsible for the actions of their athletes both on and off the court. Coaches should not treat one athlete any different than the rest of the team, (should not have pets).

Go to coaches clinics and associate with coaches that are considered good teachers - learn new ideas.

Things that coaches are expected to do:

- a. Make mature, responsible decisions.
- b. Cooperate with community: (1) town teams (2) Little League (3) Churches (4) Leadership of Booster Club.
- c. Provide leadership for all things relating to athletics at our school.
- d. Be accurate and prompt in turning in all documentation to the office (all reports).
- e. Be a good role model in promoting good sportsmanship:  
(1) Opposing teams (2) Referees (3) Parents
- f. Logging trips - leaving and arriving times for games.

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## JOB DESCRIPTION FOR COACHES - Continued

5. A coach should make well thought-out decisions in regard to each player and treat all injuries as a serious matter and check the injury very carefully and communicate with parents as to your recommendations.
6. Coaches are responsible for having the athletes clean their dressing rooms and buses. COACHES ARE RESPONSIBLE FOR KEEPING THE GYM CLEAN.
7. Summer Camp - Coaches will be in charge of camps.
8. Within two weeks after the end of the season you must submit a report in writing as to the improvement of your teams based on grading the game tapes and practice plans. You must inventory your equipment and make request for equipment in this report.

This job description is part of the contract and will be used as an evaluation instrument.