

# E.H. Sutherland Elementary School

## COACHING JOB DESCRIPTION AND RESPONSIBILITIES

### **Culture**

- Maintain the principles of *Sutherland Elementary School*. We are communicators, thinkers, risk-takers, caring, inquirers, knowledgeable, principled, open-minded, balanced, and reflective.
- Teach sportsmanship, cooperation, work ethic and responsibility.

### **Medical**

- See that all participants have up to date emergency contact cards
- Emergency contact information cards for each participant must be in possession of the head coach at all practices and games

### **Administrative**

- Responsible for all matters pertaining to the organization and administration.
- Implement and uphold student-athlete eligibility policy.
- Schedule a meeting with athletes and parents prior to first contest.
- Provide coverage for coaches' absences.
- Proactively seek additional means to supplement team's athletic budget.
- Take daily attendance.
- Update weekly attendance Google document to athletic coordinator.
- Report all game results on Sutherland website.
- Report all game results to the athletic coordinator via email.
- Complete end of season reflection document.

### **Academics**

- Monitor student-athletes' school attendance, grades and conduct.
- Enforce eligibility rules

### **Rules**

- Attend all rule meetings scheduled by the network, conference, and CPS.
- Enforce network, conference, and CPS rules.

### **Sport-Specific**

- Teach sports techniques, playing rules, strategies and playing tactics.
- Condition athletes appropriately.
- Maintain a regular practice schedule as determined with the athletic coordinator.
- Compete in a full game schedule as determined with the athletic coordinator.
- Do not deviate from team's practice and game schedule without approval from the athletic coordinator.
- Track team statistics.

**Supervision**

- Be responsible for all participants until they have left practice or game.
- Conduct practices and games safely.
- Accompany and supervise team to and from all practices and games.
- Supervise hallways and buses.

**Equipment**

- Conduct pre-season and post-season inventory on all equipment and uniforms.
- Ensure minimal equipment and uniform shrinkage.
- Teach proper use of equipment.
- Proper put away of all equipment after each practice and/or game.
- Proper upkeep and maintenance of all practice and game facilities.