

**NORTHWEST CHRISTIAN SCHOOLS, INC.**  
**5104 E. Bernhill Road, Colbert WA 99005**  
**(509) 238-4005; FAX (509) 238-2242**

**High School Head Coach**

**General Area of Responsibility**

The Head Coach is in charge of and oversees all aspects of their program and is responsible to create a team of parents, players, and assistant coaches in order to facilitate an effective season. The three principal areas of responsibility for a head coach at NWC are Professional Conduct, Coaching Expertise, and Program Leadership.

**Line of Responsibility**

Reports directly to the Athletic Director.

**Qualifications**

- 1) A personal relationship with Jesus Christ. Exemplify a life-style that honors God.
- 2) Regularly attend an evangelical, Bible-believing church,
- 3) A servant's heart and willingness to view this job as a vital and important ministry at NWC.
- 4) Proven interpersonal communication skills with students, faculty, staff and the community.
- 5) Ability to supervise assistant coaches.
- 6) Proven ability to teach and motivate athletes
- 7) Coaching expertise/knowledge of sport, motivation, strategies, and tactics
- 8) Organized and the ability to multi-task.
- 9) Maintain a First Aid/CPR certification.

**Responsibilities**

**Professional Conduct:**

- 1) Displays appropriate conduct during games.
- 2) Displays appropriate conduct during practices.
- 3) Displays appropriate behavior towards officials
- 4) Displays appropriate behavior towards opposing coaches and players
- 5) Displays positive appearance, manners, behavior, and language.
- 6) Maintains a private life consistent with NWC values
- 7) Is prompt for practices and games
- 8) Maintains professional certification with WIAA including continuing education clock hours and CPR/1<sup>st</sup> Aid.
- 9) Attends school, league, district, and state meeting when necessary
- 10) Follows school, league, and WIAA policies and rules

**Coaching Expertise:**

- 1) Develops a firm foundation for all aspects of the program through the implementation of Biblically based Enduring Understandings and Essential Questions intentionally communicated in regular devotions and affirmed in teachable moments.
- 2) Develop unity of purpose between all program coaches
- 3) Develops a high caliber and quality instruction
  - a) Written Scope and Sequence for the overall season including crucial elements such as conditioning, tactical progressions, team building, and skill development
  - b) Written lesson plans for every practice that enact the scope and sequence
  - c) Competition plan and Post-competition analysis
- 4) Develops a positive mentoring relationship with players
- 5) Maintains a positive relationship with parents
- 6) Disciplines players appropriately
- 7) Develops appropriate summer and off-season activities that fit within the overall goals of the program
- 8) Provides locker room and bus supervision for their athletes
- 9) Ensures the safety of the athletes during practices and games
- 10) Handles injury situations in an appropriate manner

### **Program Leadership:**

- 1) Work with the Athletic Director to develop financial, spiritual, athletic and academic goals for your program.
  - a) Attend Mandatory Preseason All Coaches Meeting
  - b) Scheduled Preseason Meeting with AD- Define individual program and personal goals as well as discuss individual program logistics and needs
  - c) Scheduled Post Season Meeting with AD- End of Season Business, season evaluation, and future needs of the program
  - d) Weekly logistical communication with AD (Crusader Sports Weekly Information)
  - e) Weekly communication with the AD regarding player, parent, or team progress or issues.
  - f) Ad hoc meetings with the AD as necessary
- 2) Help with the hiring of all paid and volunteer assistant coaches and their coaching eligibility
- 3) Communicate
  - a) With Players and Parents- Weekly Emails are encouraged!
  - b) Roster Changes to the Athletic Department
  - c) Assistant Coaches
  - d) With the Athletic Director
  - e) With Junior High Coaches
- 4) Orders, Maintains, Inventories, and Stores all Program Equipment
- 5) Disperses, Collects, Orders, Maintains, Inventories, and Stores all Uniforms
- 6) Turns in all Rosters, Worksheets, and Inventories into the Athletic Office in a timely manner
  - a) Team Attendance Sheet
  - b) Regular-Season Roster
  - c) Post-Season Roster
  - d) Season Awards Worksheet
  - e) Preseason Inventory
  - f) Post Season Inventory

- 7) Follow NWC procedures regarding budgetary purchasing and ordering
  - a) For Budgeted Equipment purchases please have the store or business send an invoice to the AD. The AD will fill out the necessary paperwork and make the official order
- 8) Works with the AD and the Business Office to maintain a Team Fund
  - a) The Team fund is set up in the business office and serves as a depository for all team fundraising activities. It serves as a pass through account for team activities and apparel orders, and also as a resource for team activities, stipends, and equipment not covered in the regular budget. At no time should a coach be depositing player or team funds in their own account!
- 9) Plan and facilitate Senior night activities in conjunction with the Athletic Department
- 10) Plan and facilitate preseason parent meeting
- 11) Schedules, plans, and facilitates Award nights in conjunction with the Athletic Department
- 12) Creates a facility set up and maintenance plan in conjunction with the Athletic Department
- 13) Know and enforce Athletic Department policies and procedures regarding athlete eligibility
- 14) Facilitate Post-season travel plans and logistics in conjunction with the Athletic Department

<b>Salary</b>
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Per the NWC Athletic Department Salary Schedule