I. General Duties and Responsibilities

The High School Coach represents The King’s Academy in interscholastic athletic activities for their team. The Coach must have knowledge of their sport and have a heart for ministry through athletics. The mission of the Coach is to provide for the leadership and direction of their team by pursuing Christ-centered excellence on and off the field of play. The Coaches responsibilities are given, but are not limited to the standards below.

a. Submit to the leadership of the Varsity Head Coach.
b. Exhibit loyalty to our athletic program, school and our Lord Jesus Christ
c. Responsible for the spiritual leadership throughout their team including discipleship/small groups within the team, devotionals, prayer, and Christ-centered organized end of the season banquets
d. Encourage and demonstrate Godly sportsmanship at all times
e. Work with the Head Varsity Coach to solve problems at the school level while supporting the ideas of the program/parent concern
f. As needed, represents The King’s Academy athletics at League meetings, Sports Information Nights, Coaches Meetings and daily life in this community
g. Assist with the supervision of fund-raising events connected with the team, and assumes responsibility for proper handling and accounting of finances involved
h. Assist with the responsible for administrating all interscholastic policies and procedures working within the confines of the rules and by-laws of leagues and CIF-CCS in the High School program
i. Assist with the responsible for the developing and implementation of the junior varsity program and supervision of the lower division programs including day-to-day program operations within the High School
j. Forward injury accident reports after consultation with the athlete, and parent to the athletic office and athletic trainer immediately after accident has accrued
k. Continually reviews the ongoing effectiveness of the program
l. Meets deadlines for rosters, budget proposals, school award forms, recommendation letter, etc that are administrated by the Athletic Office
m. Perform related duties as assigned

II. Coaching Performance

a. Lead by example in appearance, manners, behavior, language, and conduct while performing duties
b. Develop an organized practice schedule which maximizes the potential of the student-athletes as well as the coaching staff
c. Maintain strict adherence to your announced practice beginning and ending times. Start your practices on time and end on time. Utilize practice time to maximize the potential of individual and team development
d. Establish the fundamental philosophy, skills, and techniques to be taught by the coaches at all levels within the program
e. Prompt in meeting the team and staff for practices and contests
f. Show an interest in athletics through off season activities
g. Knowledgeable in the technical matters pertaining to his/her sport and the ability to transfer that knowledge to the athletes
h. Provide leadership and develops an attitude that produces positive efforts by the student-athletes
i. Know the medical aspects of the position including first aid, CPR, injury policies, and working with athletic trainer and/or family physician
j. Use Christian best practices for motivation, emphasizing Biblical Athletic values of competitive athletics and acceptable Christian behavior and decision making
k. Present the sportsmanship policy of TKA which includes the Principles of “Pursuing Victory of Honor” and CIF/CCS Sportsmanship Policy to your team.
l. Displays self-control and poise in areas related to coaching responsibilities
m. Display enthusiasm and exhibits interest in coaching
n. Promote the individual values that can be learned through competitive athletics

III. Role With Coaches

a. Lead by example in appearance, manners, behavior, language, and conduct while performing duties as stated in the staff handbook
b. Ensures that all coaches follow the letter and spirit of the athletic handbook
c. Assist with coordinating tryouts and team development to maximize athletic and spiritual growth
d. Assist with communicating coaches’ responsibilities, i.e., permission forms, supervision of athletes, training techniques, practice times, student pick-up after games, and practices
e. Assists in encouraging spiritual growth of coaching staffs
f. Encourages coaches to communicate with the Varsity Head Coach for program concerns
g. Keeps the coaching staff informed of the current rules and regulations

IV. Role With Student-Athletes

a. Assists in supervision of students - athletes eligibility
b. Maintains a written detailed record of student attendance at practices, games, team outings, ect
c. Responsible for notifying the athletic office of any roster changes during the season
d. Assume the responsibility and supervision for the players conduct both on and off the playing arena
e. Supervises student – athletes in locker rooms, practice areas, and road trips
f. Maintains the best interest and safety of the student-athletes at all times
g. Maintains individual and team discipline control of student-athletes
h. Disciplines individuals and the team according to team and athletic guidelines
i. Assists in conducting an organized try-out for student-athletes relative to sport and accepted by the NIAAA and NFHS community
j. Keep all students physicals/medical information whenever coach is in contact with students (Practice, games, team outings, etc.)
k. Provides training rules to team members and follows due process procedures
l. Submit your recommended team roster to the Athletic Office for final approval before announcement to players, parents, etc
V. Scheduling

a. Assists in the responsible for administering all game schedules given from the athletic office
b. Provide media with information about team, calling or reporting scores, etc. after each game

VI. Equipment and Facilities

a. Assist in the responsible for all recommendations for the improvement of adequate facilities
b. Assist in the supervision with the cleaning, storage, and care of all athletic equipment along with maintaining an up to date inventory
c. Responsible for uniform distribution and collection, equipment issued, inventory and requesting ordering of equipment necessary to participate in the sport
d. Responsible for informing the athletic office of need for equipment, uniforms, and medical supplies as well as care for such items

VII. Officials/ Support Personnel

a. As needed, assist with securing the officials payment and distributes it to the officials of each game

VIII. Transportation

a. Demonstrate successful ability to transport students-athletes safely to contest
b. Secures appropriate directions for coaches/drivers, and parents from the athletic office
c. Completes athletic travel information sheets; Include date, team, site, departure time, game time, return time and driver if applicable, for all times of transportation

IX. Preferred Qualifications Include

a. Demonstrate the character of a “born-again” Christian who knows the Lord Jesus Christ as Savior (John 3:3, 1 Peter 1:23)
b. High school diploma or GED
c. High School, Middle School, or collegiate level coaching or playing experience
d. Demonstrates successful understanding and commitment to the High School rules and regulations for the specified sport
e. Availability to attend all practices and games as scheduled from start to finish
f. Demonstrate successful management and organization skills
g. Demonstrate successful personality and character traits appropriate to educational leadership
h. Demonstrate successful as well as effective verbal and written communication skills in a positive manner with parents and student-athletes
i. Demonstrate successful and genuine support for The King’s Academy
j. Demonstrate ability to develop and maintain a disciplined program
k. Demonstrate successful knowledge of the respective coaching category
l. Demonstrated successful ability to follow the National Federation of High Schools Coaches Code of Conduct and the California Interscholastic Federation Coaches Code of Conduct
m. Organize and attend camps, in-services, conferences, or clinics to develop athletic growth
X. Specific to the Sport: ___Girls Basketball___
   
a. The Girls Basketball Coach will continue to seek yearly training in this area

XI. Terms and Conditions of Employment

   a. Employment as coach at TKA is on a year to year basis
   b. School Administration approval
   c. Must be 21 years of age and possess a valid California Driver’s License
   d. Salary: Based on stipend schedule
   e. Must pursue further education of specific sport
   f. ASEP Coaching Education Principles Course – Bronze Level
   g. Obtain CPR and First Aid Certification prior to coaching
   h. Must be Fingerprinted showing a clear record through TKA
   i. Must maintain an email account for communication