

**ATHLETIC COACH****Beaumont Unified School District**  
**Job Description****TITLE:** Varsity Head Coach**CLASSIFICATION:** Stipend**REPORTS TO:** Athletic Director and/or  
Assistant Athletic Director**SALARY SCHEDULE:** Appendix A**WORK YEAR:** Seasonal**GENERAL DESCRIPTION:**

Under general supervision of the Athletic Director and/or Assistant Athletic Director, the Varsity Head Coach leads and operates a comprehensive athletic program for teams at every level, in alignment with the District's policies, procedures, values, and California Interscholastic Federation (CIF) Coaches Code of Conduct guidelines. The Varsity Head Coach will oversee, lead, and manage all aspects of the specific athletic program, including skill development and competition preparation, and foster a supportive environment that prioritizes teamwork, sportsmanship, and academic success.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

- Develops and implements a comprehensive athletic program aligned with the District's policies, procedures, values, and California Interscholastic Federation (CIF) Coaches Code of Conduct guidelines; **E**
- Provides leadership, mentorship, and support to all levels of the high school athletic program, including freshman, junior varsity, and varsity teams, to ensure consistent coaching philosophies, skill development, and program alignment; **E**
- Plans and conducts practices focused on skill development, conditioning, and mental preparation; **E**
- Prepares the team(s) for competitions by coordinating schedules, strategizing for opponents, and managing game-day logistics; **E**
- Supports student-athletes' academic and personal growth, instilling respect, responsibility, and commitment; **E**
- ~~Plan and implement the scheduling of team activities, tryouts, practices, game plans and summer activities~~
- ~~Responsible for completing and submitting requests for Transportation in a timely manner~~
- Ensures a safe and compliant environment in line with ~~Follow~~ District policies, site procedures, CIF rules, and the CIF Coaches Code of Ethics; **E**
- Demonstrates and promotes professional ~~Foster training in~~ conduct, ethics, and sportsmanship for all participants and coaches at all times, serving as a role model for student-athletes by exhibiting respectful behavior toward officials, opposing teams, coaches, and spectators, both on and off the field; **E**
- Ensures active ~~Supervision of the student-athletes team~~ Supervision of the student-athletes team before, during, and after practices, home and away games, tournaments, and related sporting events including locker room areas—to maintain a safe, respectful, and orderly environment until all students have been released to a parent, guardian, or approved transportation; **E**

- Supports ~~Verify that the Athletic Director and/or Assistant Athletic Director clears each team member before allowing him/her to tryout or practice~~ with student-athlete eligibility and discipline by addressing conduct issues both during school and athletic events, and implementing appropriate consequences that may affect practice or game participation, in coordination with school policies and leadership; E
- Organizes, maintains, and communicates consistent practice schedules, team meetings, oversees equipment, and maintains effective communication with student-athletes and parents; E
- Assists the Athletic Director and/or Assistant Athletic Director in the management of home and away games, including travel arrangements and logistics; E
- Collaborates with the Athletic Director and/or Assistant Athletic Director on budgeting and fundraising to support program needs; E
- ~~Responsible for distribution and collection of all~~
- Manages the proper care and inventory of uniforms, gear, and equipment, and facilities, and providing an end of the season inventory reports any maintenance or safety issues to administration, for all teams, at all levels; E
- ~~Work with the Athletic Director and the Principal to solve problems at the school level while supporting the ideas of the program/parent concern procedures~~
- Continually review the ongoing effectiveness of the program at all levels Coordinates and facilitates meetings for student-athletes, parents, and coaching staff across all levels of the athletic program, freshman, junior varsity, and varsity, to ensure clear communication of expectations, program goals, and season plans; E
- Attends meetings with the athletic department as directed; E
- Attends league meetings as directed; E
- Performs job assignment safely for the purpose of protecting people and property; E
- Performs other duties as assigned.

E= Essential function

## **JOB REQUIREMENTS/QUALIFICATIONS:**

### **Education:**

- Any combination of education or training that would likely provide the required knowledge and abilities in the sport for which applying.

### **Experience:**

- High school or college playing experience, including college-level, intramural, or adult recreational league experience in the sport, or similar sport, for which applying; and
- Demonstrated Two (2) years of successful coaching experience and/or participation in the sport, or similar sport, for which applying;
- High School Varsity Head Coach level experience in the sport for which applying, preferred.

### **Licenses, Certifications, and Testing:**

- A current and valid First Aid Certificate;
- A current and valid CPR Certificate;
- Coaching certificates required per Ed Code 49032;
- Pass a pre-employment drug test;
- A current and valid Tuberculosis (TB) clearance;
- Fingerprint clearance for school personnel.

- **Knowledge and skills of:**
  - Basic first aid and CPR techniques;
  - Common injuries in the sport and protocols for assessing and managing injuries;
  - Principles and Demonstrated knowledge of the fundamental skills and techniques of supervision and training;
  - Conflict management, building team chemistry, and creating an inclusive and supportive environment;
  - Behavior management, conflict resolution, and mediation strategies;
  - Local, state, and league rules, regulations, and safety guidelines that apply to the sport and the school.

### **Ability to:**

- Maintain discipline, safety, and sportsmanship in all practices, competitions, and events;
- Enforce team rules, expectations, and guidelines to foster a respectful and positive environment;
- Effectively plan, organize, and coordinate the management functions and activities of the athletic program;
- Supervise student-athletes before, during, and after games and competitions until released to parent, guardian, or approved transportation;
- ~~as well as the advanced techniques of the specific sport~~
- ~~Demonstrated strong coach successful personality and character traits appropriate to educational leadership~~ skills and effectively inspire, guide, and encourage student-athletes;
- ~~Demonstrated ability to T-teach, enforce, advocate and model appropriate behavior, character traits and educational values to students-athletes;~~
- Have a high tolerance for ongoing stressful situations;
- Maintain the confidentiality and security of sensitive information;
- Analyze situations, identify needs, prioritize, solve problems independently, as appropriate, and take appropriate action in a variety of procedural matters, without immediate supervision;
- ~~Demonstrated ability to teach, organize and supervise assistants~~
- ~~Demonstrated ability to develop and maintain a successful disciplined program~~
- ~~Demonstrated ability to work with parent groups, administrators, staff and students~~
- ~~Demonstrated ability to organize and maintain positive communication with the community~~
- Read, interpret, apply, and explain rules, regulations, policies and procedures related to public education, Ability to follow the National Federation of High School (NFHS) Coaches Code of Conduct, and the California Interscholastic Federation (CIF) Coaches Code of Conduct and specific to Beaumont Unified School District; and apply them effectively with good judgment in a variety of situations;
- Communicate effectively using a variety of mediums, employing correct spelling, grammar, punctuation, and vocabulary;
- Establish, maintain, and communicate a consistent practice schedule with parents and student-athletes;
- Understand and follow verbal and written instructions in English;
- Promote team building and a positive environment;
- Be flexible, exhibit integrity, and exercise mature judgment;
- Establish and maintain cooperative relationships displaying interpersonal skills using tact, patience, and courtesy while demonstrating exemplary customer service in working with students, staff, and the public.

### **PHYSICAL ABILITIES AND WORKING CONDITIONS:**

The work environment and physical characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	Number of Hours				
	<u>0-2</u>	<u>3-4</u>	<u>4-5</u>	<u>6-8</u>	<u>N/A</u>
<u>1. Mobility</u>			<u>X</u>		
<u>2. Use of depth perception and ability to focus</u>			<u>X</u>		
<u>3. Standing, walking</u>			<u>X</u>		
<u>4. Sitting</u>	<u>X</u>				
<u>5. Twisting, stooping, bending over</u>	<u>X</u>				
<u>6. Crawling, climbing</u>	<u>X</u>				
<u>7. Reaching overhead-above the shoulders</u>	<u>X</u>				
<u>8. Crouching, kneeling, and balancing</u>	<u>X</u>				
<u>9. Pushing or pulling</u>	<u>X</u>				
<u>10. Lifting or carrying up to 50 lbs.</u>	<u>X</u>				
<u>11. Hearing acuity for conversations or other sounds</u>		<u>X</u>			
<u>12. Use of voice in face to face conversations or during telephone conversations</u>	<u>X</u>				
<u>13. Gross muscle use of arms and legs</u>	<u>X</u>				
<u>14. Handling, grasping, and feeling objects</u>	<u>X</u>				
<u>15. Repetitive use of dominant hand</u>	<u>X</u>				
<u>16. Fine dexterity with both hands</u>	<u>X</u>				
<u>17. Exposure to stairs, ramps or uneven ground</u>	<u>X</u>				
<u>18. Working around equipment and machinery having moving parts and generating heat</u>	<u>X</u>				
<u>19. Contact with toxic substances</u>					<u>X</u>
<u>20. Exposure to dust, gas, or fumes</u>	<u>X</u>				
<u>21. Work in varied temperatures</u>			<u>X</u>		
<u>22. Operating a motor vehicle</u>		<u>X</u>			
<u>23. Use of a ladder</u>					<u>X</u>
<u>24. Subject to frequent interruptions</u>			<u>X</u>		
<u>25. Viewing a computer monitor</u>	<u>X</u>				
<u>26. Contact with distraught or abusive individuals</u>	<u>X</u>				

### **RESPONSIBILITIES:**

- ~~• Plan and implement the scheduling of team activities, tryouts, practices, game plans and summer activities~~
- ~~• Responsible for completing and submitting requests for Transportation in a timely manner~~
- ~~• Follow district policies, site procedures, CIF rules and the CIF Coaches Code of Ethics~~
- ~~• Foster training in conduct, ethics and sportsmanship for all participants and coaches~~
- ~~• Supervision of the team before, during and after practices, games and sporting events~~
- ~~• Verify that the Athletic Director clears each team member before allowing him/her to tryout or practice~~

- ~~Responsible for distribution and collection of all uniforms and equipment and providing an end of the season inventory~~
- ~~Work with the Athletic Director and the Principal to solve problems at the school level while supporting the ideas of the program/parent concern procedures~~
- ~~Continually review the ongoing effectiveness of the program at all levels~~

Board Approved: TBD