

Athletic Staff – Coach Job Description

- Will adhere without reservation to the ACA Statement of Faith
- Will be able to articulate a personal understanding of the ACA Statement of Faith
- Will be committed to a Christ-centered athletic experience
- Will teach Biblical principles in and out of competition, leading athletes in the spiritual, intellectual, emotional, and physical challenges of competition and sport
- Will be a teacher first, in character, skills, strategy and tactics that lead to a winning performance and striving for excellence
- Will administer sport related opportunities relevant to pre-season, in-season, post-season and summer programs
- Will support and promote the philosophy of TEAM ACA and 3Dimensional Coaching
- Will provide leadership to all levels of the sport, including fundamental instruction, organization, team selection, strategy, etc. (Scope and sequence) (HEAD)
- Will demonstrate a professional demeanor that reflects self-control in practices and competition
- Will be directly involved in the academic pursuits of their athletes and make an intentional effort to engage in the overall culture of ACA
- Will protect the dignity of the opponent in victory or defeat
- Will possess formal education and experience relevant to the sport assignment

Responsibilities:

1. Provide well-planned practices and pre-competition organization.
2. Provide game preparation efforts – site and athletes (coordinate site needs with athletic office and maintenance.)
3. Adhere to communication protocols followed pertaining to the athletic office, athletes, parents and media, including pre-season parent meetings and team rules.
4. Be certified in 3D Coaching and NFHS Coaching Fundamentals. Pursue ongoing professional development.
5. Distribute a seasonal schedule to families, along with weekly updates, including practice times, departure/arrivals, etc. after approval from the athletic office.
6. Maintain a current inventory of equipment and uniforms, etc.
7. Manage and oversee budget, skill transfer and supplies for all levels of the sport. (HEAD)
8. Be prompt with seasonal protocols, such as roster information, awards, media, etc.
9. Maintain accurate varsity statistics (HEAD), and an accurate scorebook that is turned into the athletic office at the end of the season. (ALL)
10. Call in game results to the necessary media (HEAD) and turn in media releases and game results. (ALL)
11. Provide out of season opportunities and leadership for skill and physical development that does not conflict with other ACA teams and works within the framework of the ACA Strength and Conditioning program. (HEAD)
12. Support the ACA athletic and student handbook.

13. Establish fair and challenging team expectations and communicate them clearly within the framework of ACA and NCISAA boundaries.
14. Assist in securing game day volunteers via the team parent and athletic administrative assistant (score table) and train them when necessary.
15. Keep a neat locker room and equipment room.
16. Make certain that the building is secure when leaving.
17. Make certain that all outdoor facilities and equipment are taken care and put in their proper place.
18. Make certain that each athlete has turned in the physical exam/consent form to athletic trainer before allowing the athlete to practice (Including tryouts).
19. Report injuries or accidents to the athletic office/athletic trainer that require medical care.
20. Make certain that safe travel is taking place during road contests - including time on buses, in food establishments, overnight stays, etc.
21. Make certain that athletes will dress appropriately while traveling, entering the athletic site, during competition and while leaving.
22. Work diligently in protecting the integrity of ACA athletic awards.
23. Assist the Director of Athletics in determining athletic letter requirements (HEAD).
24. Make information available in a timely manner to the athletic office in regard to team and individual discipline issues.
25. Follow CAA protocol in obligations related to sport chair and all-conference selections. (HEAD)
26. Adhere to NCISAA regulations.
27. Attend all athletic staff meetings.
28. Provide at least one week of on-campus summer sport training and a willingness to take teams to summer leagues and team camps. (HEAD)
29. Provide safe and adequate supervision of athletes before and after practices, contests and travel situations.
30. Make requests for all purchases through the Director of Athletics.
31. Provide athletes and families with detailed itineraries for overnight travel via the Athletic Office.
32. Assist athletes and families in the pursuit of collegiate athletic opportunities. (HEAD)
33. Make sure that buses are clean and have fuel after use - turn in travel notebook and keys promptly - record maintenance concerns in notebook and note fuel levels.
34. Make sure charter buses are clean after use.
35. Stay current with rules, strategies and safety issues related to their sport.
36. Be fair and impartial and develop appropriate relationships with team members.
37. Follow protocol for athletic wear and publications related to ACA branding protocol.
38. Work at being involved in the ACA school culture and educational process, including relationships with non-athletes.
39. Read, know, and apply the Athletic Handbook to coaching leadership planning and decision making.

This is a Stipend Position.

No Benefits or Courtesies