



## Position Opening

**POSITION:** Head Coach- Varsity Wrestling

**LOCATION:** Cassopolis High School

**SCHEDULE:** November 11, 2024 - March 1, 2025

**SALARY:** Per Schedule B salary schedule

**POSTING DATE:** March 28, 2024

**DEADLINE:** Until filled

### QUALIFICATIONS:

- Has the ability to organize, supervise and provide leadership for a total sports program within the framework of the total athletic program.
- Has previous successful coaching experience in assigned sport (major sports).
- The Head Coach must have substantial knowledge of the technical aspects of the sport and at the same time must be able to coordinate, plan, evaluate and implement his/her program.
- An ability to follow the expectations as outlined by the MHSAA, the Southwest 10 conference, and Cassopolis Public Schools.
- Successfully complete fingerprint background check.
- CAP I or II certified (or completed within the 1st year of employment)
- CPR certified

**REPORTS TO:** The Cassopolis Public Schools Athletic Director

**SUPERVISES:** Team members and, in several instances, the Head Coach must advise, coordinate and support staff of high school assistant coaches and middle school coaches in conjunction with the Athletic Director.

### GENERAL:

- The success of athletic programs has a strong influence on the community's image of the entire system. Public exposure is a considerable responsibility and community/parent pressure for winning performance is taxing, but must not override the objectives of good sportsmanship and good mental health.
- The position includes other unusual aspects such as extended time, risk injury factors and due process predicaments.
- It is the express intent of this job description to give sufficient guidance to function. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.



#### **HEAD COACH JOB DESCRIPTION:**

- I. Has a thorough knowledge of all of the athletic policies and coordinates their implementation within the framework of the team.
- II. Has knowledge of the existing system, state, and league regulations, implements the same consistently, and interprets them for the entire staff.
- III. Understand the proper administrative chain of command and refer to all requests or grievances through the proper channels. Is aware of public/staff/departmental meetings that require attendance..
- IV. Conducts himself/herself and his/her teams in an ethical manner during practices and competition and promotes good sportsmanship by modeling appropriate behavior.
- V. Serves as a positive role model.
- VI. Performs other duties as assigned by the Athletic Director

#### **VII. STAFF RESPONSIBILITIES**

- a. Establish the fundamental philosophy, skills, and techniques to be taught by staff. Designs conferences, clinics, and staff meetings to ensure staff awareness of the overall program.
- b. Train and inform the staff, encouraging professional growth by encouraging clinic attendance according to clinic request policy.
- c. Delegate specific duties, staff plans, seasonal plans, and scouting duties, supervise the implementation and at seasons end analyzes staff effectiveness and report analysis to the Athletic Director.
- d. Maintain liaison with other community organizations related to his/her sport.
- e. Maintain discipline and work to increase morale and cooperation.
- f. Possess a well-stocked first aid kit and adequate water and ice for all practices and contests.
- g. Assist in the recruitment, screening, interviewing, training, and assignment of the coaching staff at the middle school and high school levels.
- h. Maintain/improve the knowledge base and coaching skills by joining professional coaching organizations, taking advantage of clinic opportunities, and utilizing local collegiate coaching staffs, (according to the professional development/clinic policy).

#### **VIII. ADMINISTRATIVE DUTIES**

- a. Assist the Athletic Director in scheduling, and providing transportation information and requirements for tournaments and special events.
- b. Assist in the necessary preparation to hold sports events or practices and adhere to scheduled facility times. Coordinates program with maintenance and school personnel.
- c. Provide documentation to fulfill state and Cassopolis Public School District requirements concerning physical examinations, parental consent, and eligibility.
- d. Conduct pre-season parent meetings, (practice and travel schedules, player expectations, special rules/regulations, award requirements, etc...)



- e. Provide proper safeguards for maintenance and protection of assigned equipment sites.
- f. Attend the annual MHSAA rules meeting and disseminate information to the coaching staff and Athletic Director.
- g. Attend annual conference head coaches meetings and disseminate information to the coaching staff and Athletic Director.
- h. Advise the Athletic Director and recommends policy, method or procedural changes.
- i. Plan, schedule, and supervise a regular program of practice during the season.
- j. Maintain accurate statistics, (including attendance and punctuality) records and season highlights.

**IX. STUDENT RESPONSIBILITIES**

- a. Emphasize safety precautions and be aware of the best training and injury prevention procedures.
- b. Teach values such as good sportsmanship, cooperation, responsibility, accountability, organization, communication, etc...
- c. Emphasize the importance of proper conduct including the following of the Athletic Code of Conduct.
- d. Teach the meaning of being a “student-athlete” and emphasize its importance.
- e. Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant.
- f. Establish and disseminate performance criteria for squad selection and participation in interscholastic competition.
- g. By his/her presence at all practices, games, and while traveling, provide assistance, guidance, and safeguards for each participant.
- h. Initiate programs and policies concerning injuries, medical attention and emergencies.
- i. Complete paperwork on all disabling athletic injuries on proper forms and submit it to the athletic office within 24 hours.
- j. Direct student managers, assistants, and statisticians.
- k. Determine discipline, delineate procedures concerning due process when the enforcement of discipline is necessary, and contact parents when a student is dropped or becomes ineligible.
- l. Teach participants rules and rules changes, new knowledge, and innovative ideas or techniques.
- m. Develop and conduct an appropriate strength and conditioning program for athletes.
- n. Monitor the academic progress of athletes during the entire school year.
- o. Assist athletes in their college or advanced educational selection.
- p. Secure all doors, lights, and windows after all athletes have driven home or been picked up.

**X. FINANCE AND EQUIPMENT**

- a. Participate in the budgeting function with the Athletic Director by establishing requirements for the next season. Recommend equipment guidelines as to type,



color, or technical specifications. Is responsible for operating within the budget appropriations.

- b. Is accountable for all equipment and collects the cost of any equipment lost or not returned. Arranges for issuing, storing, and reconditioning of equipment and submits annual inventory and current records concerning the same.
- c. Properly mark and identify all equipment before issuing or storing.
- d. Monitor equipment rooms and coaches' offices, and authorize who may enter, issue, or requisition equipment.
- e. Permit athletes to only be in authorized areas of the building at the appropriate times. Reserve rooms/gym/fields through proper channels.
- f. Examine locker rooms before and after practices and games, checking on the general cleanliness of the facility. Responsible for cleanliness and maintenance of specific sports equipment.
- g. Instill in each player and coach respect for equipment and school property, its care, and proper use.

#### XI. **PUBLIC RELATIONS**

- a. Organize parents, coaches, and guests for pre-season team/coaches meetings.
- b. Promote the sport within the school through recruiting athletes and promote the sport outside the school through news media, little league programs, or in any other feasible manner.
- c. Responsible for the quality, effectiveness, and validity of any oral or written release to local media.
- d. Responsible for maintaining good public relations with news media, booster clubs, parent support groups, parents, officials, volunteers, and fans.
- e. Present program information to news media, (Including but not limited to school PA announcements, newspaper, yearbook, and athletic department) concerning all contest results and statistics in a timely manner.

#### XII. **Applying**

Application procedure: Apply by visiting [frontlineeducation.com](http://frontlineeducation.com). Questions may be directed to Lindsay Gorham-Pflug, Athletic Director, at [lgorham-pflug@cassopolis.org](mailto:lgorham-pflug@cassopolis.org).

A Cassopolis background (can be obtained from the Athletic Director) form with a signed consent for a criminal conviction history check.

Must be at least 18 years old