

Park County School District #16
Coaching Application Process
May 2019

For current coaches:

Submit the following:

1. Letter of interest
2. Coaches Options (check box paper)
3. Resume
4. Detailed 3 year plan to develop program in 1 area of interest (Head Coaches Only)
5. Detailed communication plan to brand your program to: players, parents, administration, the community (Head Coaches Only)
6. Detailed personal growth plan. How will you continue to grow as a coach and mentor (All coaches)
7. Detailed plan of how you will support other coaches (assistant coach applicants address being true to the head coach. All applicants address supporting other coaches and other programs)
8. Copy of signed Job Description for positions applying for (Job Descriptions are located in the DRAFT Coaches handbook available in the office or on the school website.

For new coaches (did not have a coaching application on file with the district):

Submit all of the above, plus:

1. Wyoming Statewide Application
2. 3 current letters of recommendation
3. Copy of coaching endorsement from PTSB or indication of application made to PTSB for endorsement

ALL APPLICATIONS SHOULD BE RECEIVED IN THE SCHOOL OFFICE
BY FRIDAY, MAY 10

Please check each box for the position(s) you would like to be considered for:

Fall Sports

Head HS Football

Head HS Volleyball

Assistant HS Football

Assistant HS Volleyball

Head MS Football

Head MS Volleyball

Assistant MS Football

Assistant MS Volleyball

Winter Sports

Head HS Boys Basketball

Head HS Girls Basketball

Assistant HS Boys Basketball

Assistant HS Girls Basketball

Head MS Boys Basketball

Head MS Girls Basketball

Assistant MS Boys Basketball

Assistant MS Girls Basketball

Spring Sports

Head HS Track

Assistant HS Track

Head MS Track

Assistant MS Track

Job Description

Position: Head Varsity Coach

Close Date: Open Until Filled

Reports to: Athletic Director

Work Hours: Year Round

Qualifications: Meet all state certification requirements
Current 1st aid / CPR

Major Responsibilities:

Our Head Varsity Coach is responsible for all aspects of building a program, not just a team. The Head Varsity Coach is to instruct athletes in fundamental skills, strategy, and physical training necessary for them to experience success as an individual athlete and as a team. At the same time, the student will receive instruction that will lead to demonstration of moral values, pride of accomplishment, acceptable social behavior, self discipline, and self confidence. At ALL TIMES, the interest of the players (collectively and individually) are to be the priority. In addition to those responsibilities the Head Coach will supervise:

1. Assistant Coaches as assigned
2. Student Athletes
3. Student Trainers
4. Student Managers and/or Statisticians
5. Other students and/or adults assigned to any position related to the program
6. Middle School Program (Collaborative)
7. Rec Center Programs (Collaborative)

Essential Job Functions:

The success of our athletic program has strong influence on the community's image and of the entire school. The public exposure is a considerable responsibility. Community pressure must not override the objectives of good sportsmanship and good mental health. The Head Varsity Coach will put all student-athletes in a position to be successful.

It is the expressed intent of the following, and the aforementioned, to give sufficient guidance to function as head coach. In cases not specifically covered it shall be assumed that the professional coach will exercise good judgment in a reasonable and prudent manner.

The Head Varsity Coach accepts accountability for all aspects of the program, including practices, home and away competitions or meets, and in the community. To assist in this responsibility, the Head Varsity Coach will exemplify the district and school's efforts to promote #SeekSolveServe initiatives.

SEEK

- Has thorough knowledge of all activity policy approved by Park County School District #16 Board of Education and is responsible for implementation of such.
- Submits all paperwork, purchase orders, and transportation requests a minimum of one (1) week prior to event or activity.
- Has knowledge of existing systems to include Meeteetse School District #16, WHSAA, Five Rivers Conference, and Bighorn Basin Middle School Athletics Conference.
- Understands the proper chain of command and refers all requests and/or grievances through the proper channels.

SOLVE

- Establishes fundamental philosophy, skills, and techniques to be taught by the Middle School and High School staff.
- Trains and uniforms staff, encourages professional growth through clinic attendance according to administrative policy.

- Conducts a minimum of two (2) athletic evaluations with each student athlete to provide ongoing feedback on accomplishments and areas for improvement.
- Performs other duties assigned by the Athletic Director, Principal, or Superintendent Of Schools.
- Adheres to a professional dress code and standard for practices and competitions (avoid under or over dressing for the situation.)

SERVE

- Creates and establishes an ongoing 3-year plan for the program with continual assessment of programs functions and limitations.
- Models all expectations consistent with the district mission and vision.
- Establishes opportunities for all student athletes to serve their school and community.
- Implements a comprehensive communication plan with student athletes, parents, community, and administration.
- Establishes and supervises opportunities for student athletes to continue their growth in the sport through summer camps, off-season training and conditioning, and summer weight room supervision.
- Works collaboratively with coaches/sponsors in other programs of the district (athletic and extracurricular).
- Shows support and loyalty to fellow coaches, school, and district.

Work Environment:

The work environment characteristics described here are representative of those a Head Varsity Coach encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school environment or outdoors.

This job description in no way states or implies that these are the only duties to be performed by The Head Varsity Coach. Meeteetse Schools reserves the right to update, revise or change this job description and

related duties at any time. This position is an at-will position and will require a yearly contract to continue service.

Approvals:

Supervisor Date

I acknowledge that I have received and read this job description.

Coach Name (Print) Signature Date

Job Description

Position: Head Middle School Coach

Reports to: Athletic Director

Work Hours: Year Round

Qualifications: Meet all state certification requirements
Current 1st aid / CPR

Major Responsibilities:

Our Head Middle School Coach is responsible for the middle school program they are assigned to. The Head Middle School Coach is to work with the Head Varsity Coach to establish skills and strategies to be learned while student athletes participate in middle school athletics. The Head Middle School Coach is to instruct student athletes in fundamental skills, strategy, and physical training necessary for them to experience success as an individual athlete and as a team. At the same time, the student will receive instruction that will lead to demonstration of moral values, pride of accomplishment, acceptable social behavior, self discipline, and self confidence. At ALL TIMES, the interest of the student athletes (collectively and individually) are to be the priority. In addition to those responsibilities the Head Coach will supervise:

1. Assistant Coaches as assigned
2. Student Athletes
3. Student Trainers
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5. Other students and/or adults assigned to any position related to the program

Essential Job Functions:

The success of our athletic program has strong influence on the community's image and of the entire school. The public exposure is a considerable responsibility. Community pressure must not override the objectives of good sportsmanship and good mental health. The Head Middle School Coach will put all student-athletes in a position to be successful.

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The Head Middle School Coach accepts accountability for all aspects of the middle school program, including practices, home and away competitions or meets, and in the community. To assist in this responsibility, the Head Middle School Coach will exemplify the district and school's efforts to promote #SeekSolveServe initiatives.

SEEK

- Has thorough knowledge of all activity policy approved by Park County School District #16 Board of Education and is responsible for implementation of such.
- Submits all paperwork, purchase orders, and transportation requests a minimum of one (1) week prior to event or activity.
- Has knowledge of existing systems to include Meeteetse School District #16, WHSAA, Five Rivers Conference, and Bighorn Basin Middle School Athletics Conference.
- Understands the proper chain of command and refers all requests and/or grievances through the proper channels.

SOLVE

- Establishes in collaboration with the Head Varsity Coach, fundamental philosophy, skills, and techniques to be taught.

- Trains and uniforms staff, encourages professional growth through clinic attendance according to administrative policy.
- Conducts a minimum of two (2) athletic evaluations with each student athlete to provide ongoing feedback on accomplishments and areas for improvement.
- Performs other duties assigned by the Athletic Director, Principal, or Superintendent Of Schools.
- Adheres to a professional dress code and standard for practices and competitions (avoid under or over dressing for the situation.)

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- Creates and establishes an ongoing 3-year plan for the program with continual assessment of programs functions and limitations.
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Supervisor Date

I acknowledge that I have received and read this job description.

Coach Name (Print) Signature Date