CHRISTIAN BROTHERS HIGH SCHOOL

Position: Head Cross Country Coach

Reports to: Athletic Director

Employment Status: Temporary/Short-term/At-Will Employment

FLSA Status: Exempt

Stipend: $2,000 - $4,000

Position Description

The head coach of an athletic program at Christian Brothers High School is responsible for all matters pertaining to the organization and administration of the team under his/her direction. The successful candidate will be required to adhere to all local, state and federal laws, policies and guidelines governing Christian Brothers and the Athletic Department; including the regulations of the California Interscholastic Federation (CIF) and the standards of ethical conduct for interscholastic athletic team programs. A head coach at Christian Brothers High School is to be an exemplary role model for the athletes, school and community. The successful candidate shall recognize that the purpose of athletics is to promote the physical, mental, moral and emotional well-being of the individual athlete.

Essential Job Duties and Responsibilities

1. Responsible for the overall supervision and development of the program.
2. Responsible for time required for off-season, summer and in-session practice and competition.
3. Responsible for the hiring of assistant and lower level coaches (with Athletic Director approval), and acting as a liaison between Athletic Director and coaching staff.
4. Responsible for monitoring the assignments, duties and required training/certifications of coaching staff.
5. Responsible for overseeing and maintaining the program budget, which includes submitting an annual budget to the Athletic Director.
6. Responsible for the general upkeep, inventory and protection of equipment and facilities under the jurisdiction of the program.
7. Responsible for safety and security of the team before, during and after program events.
8. Maintain ongoing communication with the Athletic Director regarding any developments in the program, including injuries, complaints or concerns.
9. Report any unsafe conditions to the Athletic Director and/or Facilities Director.
10. Positively promote the program and the Christian Brothers Athletic Department by:
    - Attending all athletic department meetings and specified events
    - Creating non-league contests and tournaments
    - Establishing positive relationships with local athletics organizations, booster groups, foundations and community members

- Monitoring the scholastic eligibility and conduct of athletes
- Modeling and promoting behaviors which promote sportsmanship and Christian Brothers High School values at all times

11. Responsible for obtaining Athletic Director approval of spirit packs designs prior to ordering.
12. Responsible for overseeing distribution and payments for spirit packs; money collected to cover cost of spirit packs are submitted to Athletic Director for deposit into sport account.
13. Responsible for obtaining completed 'Athletic Consent and Release' forms for each athlete prior to his/her participation/tryout.
14. Responsible for submitting any non-league schedules, early dismissals and transportation needs to the athletic administrative assistant.
15. Act as the first line of communication with parents and student-athletes.
16. Be a conduit of communication with all coaches within the program and the athletic department.

Job Qualifications and Competencies

17. Requires successful experience in playing the sport of application in either:
    a. Organized community, High School, Collegiate, Professional, or
    b. Successful experience in coaching the sport of application
18. Requires that all prior experience as an athletic coach resulted in positive conduct and no disciplinary action.
19. Requires the ability to carry out the duties and responsibilities of the position and to accomplish its objectives.
20. Requires knowledge of the rules and regulations of the sport, policies and practices of Christian Brothers High School and regulations of the league/district in which Christian Brothers participates, the CIF and the standards of ethical conduct of interscholastic athletic team programs.
21. Perform other duties as assigned.