

Academy Coach Job Description



Mission: At Triad Baptist Christian Academy, it is our desire to assist and support the parent in laying a foundation that will help each child choose Christ as their personal savior, increase in academic knowledge with a Christian worldview, and develop talents according to his or her God-given potential.

Primary Purpose: To carry out the mission of Triad Baptist Christian Academy by providing a classroom environment which promotes spiritual and academic growth; to motivate students to develop skills, attitudes and knowledge necessary for success in the class; to establish good relationships with parents and other staff members; and to stay current with best practices in education which is relevant to the grade and/or subject being taught.

Qualifications: High School Graduate

Minimum 1-2 years' coaching in organized sports preferred

Strong written/verbal communication skills

Strong social skills

CDL Class B license with "Passenger" endorsement preferred. (Unless under the age of 25.) Initiative

Ability to understand and follow specific instructions and procedures

Agrees and signs TBCA Statement of faith

Must attend a local church whose doctrinal beliefs and practices are in agreement with the TBCA Statement of Faith.

Supervisor: Athletic Director

Personal Conduct:

- Maintains a close personal walk with the Lord evidenced by his/her example and spiritual leadership among peers and with students serving as a Christian role model.
- Conduct self in a professional manner at all times. Conduct self in word, deed and attitude that are consistent with the current mission, philosophy and goals of the school.
- All information regarding staff, children and their families shall be kept strictly confidential.
- Maintains a professional image, a neat and well-groomed appearance; wears a staff school badge.
- Report absences due to illness or emergencies to the Athletic Director.
- Schedule vacation days in advance so that adequate back-up and supervision can be made available.
- Follow all policies and procedures of Triad Baptist Christian Academy
- Serve in the ministry as a team player striving for unity in spirit and action
- Speak with a united voice in support of final decisions made in the best interest of the school and its programming regardless of differences of opinion.
- Handle conflicts by prayerfully seeking a solution, not participating in gossip or public criticism of people, programs or policies.
- Maintains professional conduct and attitude when interacting with children, parents, coworkers, church staff, church membership, visitors and community at-large.
- Take problems to the appropriate administrator as necessary.

General Responsibilities:

1. Coaches are employed by Triad Baptist Christian Academy as faculty or paid volunteers. They are supervised by the Athletic Director. Coaches must complete all new hire paperwork and background checks.

2. Coaches are to become thoroughly familiar with the rules of their sport.
3. Coaches are to treat athletes, coaches, opposing coaches, officials, parents, and administration with respect and dignity.
4. Coaches are responsible for players until they are released to their parents or approved individuals after games and practices.
5. Coaches are responsible for washing uniforms before games unless they have given the jerseys to the players. Coaches are to coordinate the return of all jerseys to TBCA.
6. Coaches are required to be at practice and games on time.
7. Coaches are not allowed to cancel practice or games the day of unless it is because of medical or emergency reasons. Communication of this change must be pre-approved by the Director of Athletics and communicated to the school office to inform the parents. Athletes are not to communicate this information to their parents.
8. Coaches must complete First Aid/CPR training. The school will provide two opportunities for the coach to take the training on site. If a coach does not attend the training sessions provided, they are required to obtain and pay for the training on their own by a certified trainer. They must bring their CPR/First Aid card to the HR/Finance Director for a copy to be placed in their file.
9. Coaches are to communicate practice times and locations to all players, parents and school office within the appropriate time. This will be listed on the school's website and a hard copy should be given to all parents.
10. Coaches are not to share academic, medical or personal information with anyone other than the Athletic Director and the student to whom it pertains to.
11. Coaches are required to have a short devotion before each practice.
12. Coaches are required to have an adult of the opposite sex present during games, practices, and traveling. (This rule pertains to coaches that coach the opposite sex.)

Pre-Season Duties for Coaches

1. Coaches are to compile a list of expectations for their athletes to follow in their sport. This list must be submitted to the Athletic Director.
2. Coaches are to hold tryouts. After tryouts, coaches are to submit a list of the students that made the team to the Director of Athletic and the Academy Office.
3. Making cuts must be held in an individual meeting with the athlete and done with integrity and professionally.

Game Day Management

1. Secure a statistician/line judges for each game
2. Assist with set up and tear down for games
3. Keep a first aid bag near the bench during play
4. Scores must be reported to the Athletic Director immediately following the conclusion of each contest.

Signature

Date