



# HEAD COACH'S JOB DESCRIPTION

---

**Goal:** To lead student athletes in team competition by coaching players in their development of individual and team skills, as well as development into Christian leaders themselves.

**Overview:** It is the desire of WCA Athletics to be a highly visible platform for the exhibition of Christian character. Our teams play to win, but more importantly to glorify God. We are committed to an environment of encouragement, teamwork, and excellence; not criticism, individualism, or perfectionism.

**Contracted by:** Administrator

**Responsible to:** Athletic Director

**Supervises:** Assistant Coach(es), Managers

**Evaluation:** Performance will be evaluated by the Athletic Director in accordance with provisions on evaluation of professional personnel and this job description.

## **REQUIRED PERSONAL QUALITIES**

**A Head Coach at Westlake Christian Academy shall:**

1. Have received Jesus Christ as his/her personal Savior.
2. Believe that the Bible is God's Word and standard for faith and daily living.
3. Be in whole-hearted agreement with the school's Statement of Faith and Christian philosophy of education.

## **ADDITIONAL PERSONAL QUALITIES**

**A Head Coach shall:**

1. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
2. Meet the stress of athletic competition with emotional stability and positive words/actions.
3. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and agreement with school policy.
4. Use acceptable English in written and oral communication. Speak with clear articulation.
5. Refuse to use or circulate confidential information inappropriately.

## **ESSENTIAL FUNCTIONS**

**Coaching responsibilities:**

### **1. STUDENT ATHLETES**

- a. Provide devotion and prayer during each practice, with intentionality to lead athletes to grow in mind, spirit, and body. Remember our mission is to develop Christian growth and leadership.

- b. Provide recommendations for off-season training and camp.
- c. Manage the balance of developing fitness and skill with beginners.
- d. Advise athletes in their pursuit of athletic goals.
- e. Teach the basic skills and the more complicated skills of the sport.

## 2. PRACTICES

- a. Develop and supervise regular practices in-season, unless games prevent it.
- b. Work with A.D. to develop practice schedule before season begins. Practice schedule must be approved by the A.D. and submitted to school office for publication.
- c. Notify A.D. of any changes to practice schedule at least 48 hours in advance. In case of cancellation due to emergency, the school office must be notified along with the A.D.
- d. In cases of inclement weather, confer with A.D. about time change or cancellation.
- e. Check practice facility/field before and after each practice for cleanliness and order.
- f. Remain at facility/field at end of practices until all players have left.

## 3. GAMES

- a. Dress professionally
- b. Confirm transportation with school office. Varsity teams should travel together in activity bus or van when available. Refer to Athletic Handbook for transportation rules.
- c. Be present on campus for game-day early dismissals of student athletes. Ensure athletes are dismissed in a timely and quiet manner.
- d. Coordinate team pre-game activities/conduct and supervise pre-game warm-ups.
- e. Coach during the game with intensity, encouragement, and professionalism. Your character will be remembered long after the score.

## 4. ASSISTANT COACHES

- a. Acquire at least one assistant coach as needed that shares coaching philosophy and Christian character. Present to A.D. for approval.
- b. Cross-train assistant coach(es) to supervise practice in the head coach's absence.
- c. Guide assistant coaches on technique, training, practice design and development.

## 5. COMMUNICATION

- a. Refer to the Athletic Handbook to see the communication flow chart.
- b. Provide contact information (phone and email) to parents.
- c. Communicate game times, locations, and expectations to student athletes in a regular and timely manner.
- d. Establish expectations with team captain(s) and players at the beginning of the season.

## 6. ADMINISTRATION

- a. Provide equipment/uniform requests to A.D. before the season.
- b. Submit budget requests to A.D. for the following season.
- c. Meet with A.D. regularly throughout the season and at the end of season to evaluate performance and program needs.

## REMUNERATION

The head varsity basketball coaching position receives a stipend starting at \$1,500, depending upon experience.

**For question or to apply, contact Athletic Director Paul Miller, [pmiller@westlakechristian.org](mailto:pmiller@westlakechristian.org).**