

Job Description			
Position:	Head Football Coach	Date Created:	11/6/2024
Department:	Athletics	Job Type:	Full-Time/12-month
Reports To:	School Principal/Athletic Director	FLSA Category:	Exempt
Placement Schedule:			

POSITION SUMMARY:

Under the general supervision of the School Principal and Athletic Director, the Head Football Coach will lead the Varsity/Jr. Varsity football teams by holding players, coaches and related personnel to a standard of high moral character, respect, professionalism and maintain a standard of ethics that promote the High Expectations/High Achievement vision of BHCA, Inc and North Bay Haven Charter Academy.

KEY RESPONSIBILITIES:

- Serve as liaison between the coaching staff and the Athletic Director.
- Coordinate staff organization into essential basic units: offense, defense, and kicking and others with respect to reasonably accepted organizational systems for coaching football.
- Delegate staff assignments to assistant coaches.
- Ensure assistant coaches are completing duties as assigned
- Complete annual assessment of the performance of each assistant coach.
- Work with Athletic Director and Human Resources to advertise for all related positions to support the overall football program.
- Ensure all coaches and related personnel attend all safety certification courses, earn appropriate certifications, maintain up to date fingerprint clearance and follow all safety procedures with fidelity to student athlete safety.
- Develop and organize practice program. The practice program shall be structured to exhibit an annual plan, seasonal plans and specific goals within the components of each week and date of practice.
- Act as liaison person in relating the district football program to the staff, administration, general public, and local news media.
- Contact all media within 2 hours of the completion of all competitions through all prescribed social media and direct communication by voice, text or email.
- Develop and administer a continuous off-season conditioning and recruitment program.
- Maintain documentation on all player injury and ensure proper protocols are in place.
- Conduct and analyze scouting reports.
- Aid participants in securing scholarship assistance.
- Maintain and inventory all equipment and supplies.
- Follow all protocols and guidelines for budgeting, ordering equipment and supplies, travel and fundraising.
- Work closely with the football booster board and NBH athletic booster board to support the athletic and football program.
- Plan and develop game responsibilities inclusive of recognition of supportive program programs such as band and cheerleading.
- Assist in the overall district football program including community developmental football league, middle school and varsity.
- Maintain professional growth through attendance of coaching clinics, conferences and in-service.
- Maintain membership in the FHSAA (Florida High School Athletic Association).



Head Football Coach

- Perform other duties as assigned.

QUALIFICATIONS:

- High School Diploma or GED (required).
- Previous experience in a high school level (or higher) football program preferred.
- Current CPR certification.
- Strong organizational and time management skills.
- Meticulous attention to detail to ensure data is entered accurately.
- Ability to multi-task when necessary.
- Great oral and written communication skills.
- Excellent customer service skills.
- Microsoft Office Skills (Word, Excel, PowerPoint, Outlook).
- Knowledge of state and federal laws that apply to the duties of this position.
- Must be able to analyze information and make recommendations to leadership as needed.
- Ability to identify problems and recommend solutions within the scope of the position.
- Ability to read, understand, and follow oral and written instructions.
- Ability to maintain strict organization and student confidentiality.

PHYSICAL DEMANDS:

- Varied activities including sitting, standing, walking, bending, lifting, kneeling, and reaching for extended periods of time.
- Periodic need to lift, carry, push, or pull items weighing up to 50 pounds and two-person lift over 50 pounds.

WORK ENVIRONMENT:

- Work is generally performed in a fast-paced, high volume, school environment, in addition to outside on the football field.
- Must be able to tolerate varying environmental conditions including, but not limited to heat, cold, rain, etc.
- Must be able to tolerate frequent interruptions from administrators, staff members, students, and others.

TRAVEL REQUIREMENTS:

- Travel to away games and related functions in addition to various school, district, state, and/or community events is required.

SIGNATURE:

I have received a copy of this job description and understand that if I have any questions about the responsibilities (stated or later assigned), I may ask my supervisor for clarification.

SIGNATURE: _____

DATE: _____

PRINT NAME: _____