

Middle School Girls Track Head Coach
School Year 2021-2022
Lexington R-V School District
Lexington, MO

JOB SUMMARY: The Head Coach is expected to provide leadership for the total district in his/her sport for the entire program in a professional and responsible manner. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Additional duties may be assigned.

- Supply information to the media regarding summer camps, practice times, pre-game information, individual players, and game results.
- Provide for the coaching and conditioning of all athletes under his/her supervision.
- Establish and enforce training rules pertinent to his/her team.
- Assume responsibility for team dress, actions, and behavior, including locker room supervision, on any occasion where the team is representing the school.
- Assume responsibility for supervision of team members on road trips.
- Assume responsibility for equipment and uniform care, as well as collecting inventory after the season end.
- Assume responsibility for each athlete having the following items:
 - A completed physical (kept in the coach's possession at all times).
 - A signed parental consent form.
 - Eligibility clearance for competition.
 - Proof of insurance waiver.
- Provide the athletic director with roster eligibility information to be sent into the state at least five (5) days before the first contest along with a numerical roster.
- Select and train student managers.
- Collect and inventory equipment and uniforms at the close of each specific season.
- Provide a written policy on the awarding of letters.
- Promote team unity and morale.
- Assume responsibility for care of facilities (i.e., doors and gates locked, turning off lights, clearing building).
- Exemplify good sportsmanship.
- Assume responsibility for the care of injuries.
- Injured players do not participate until clearance from a physician.
- Fill out school injury report for each injury.
- Avoid scheduling practices or games during Wednesday evenings, Sundays, or family holiday observances. (Tournaments games may be exceptions)
- Use caution in holding mandatory practices on poor weather days.
- Maintain positive relationship with the Booster Club in order to improve the visibility and support.
- Attend state rules meeting for each sport of responsibility.
- Adhere to all policies set forth by the Lexington Athletic Handbook.

- Provide weekly update to athletic director of team record.
- Provide written summary of season results and accomplishments to athletic director.

This is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

SUPERVISORY RESPONSIBILITIES: Assistant Coaches and volunteers assigned.

QUALIFICATIONS: The requirements listed below are representative of the knowledge, skill, and/or ability. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Head Coach of all athletic teams shall have completed a Bachelor's Degree from an accredited college or university. He/She shall hold a valid Missouri Teaching Certificate or meet the qualifications set forth by the Missouri State High School Activities Association (MSHSAA). In addition, the Head Coach must meet any other requirement as may be deemed necessary by the Lexington R-V Board of Education. The employee will complete a satisfactory criminal/abuse and neglect background check in accordance with state law and Board policy

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision such as read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

Terms of Employment and Compensation: The Lexington R-V School District is a proud member of the MRVC Conference and an equal opportunity employer. Contract length will be determined by the Lexington R-V Board of Education. Salary will be determined in accordance with the current extra duty and/or teacher salary schedule adopted by the Board for the school year.

Candidates should complete a support application online at <http://www.lexington.k12.mo.us> under Employment. Application should include a resume', at least 3 references, and a copy of certification/transcripts.

For additional information, please contact: Mrs. Carroll Meierer, Lexington R-V Central Office, at (660) 259-4369 or by email at cmeierer@lexington.k12.mo.us.

**Lexington R-V School District Notice to Internal Candidates*
Please submit letter of interest to the Lexington R-V
Central Office*

