PACELLI CATHOLIC SCHOOLS
Job Description

Head Coach

It is understood that all coaching positions at Pacelli Catholic Schools are on-season terms and are renewable with the approval of the Athletic Director

REPORTS TO: Athletic Director
Accountable to the School Principal

AREAS OF RESPONSIBILITY:

- Be a role model for the athletes as an employee of a Catholic school and exhibit the best sportsmanship representing yourself, the students, school and PCS
- Organize pre-season sign-ups and organizational meetings
- Attend all appropriate PCS and WIAA pre-season coaching meetings
- Work with Athletic Director and other same-season coaches for coordination of Student Activities Center and other facility use schedules
- Distribute all equipment and be responsible for that equipment, including making sure it is returned and accounted for at the end of the season
- Contact, or designate a person to contact, all required media following all contests, both home and on the road
- If planning to run out-of-season camps and/or clinics, schedule and coordinate all information through the Athletic Director
- Exhibit sound budget judgment, including notifying Athletic Director prior to any and all purchases
- Follow all PCS and WIAA guidelines and bylaws
- Follow guidelines of the PCS Coaches Handbook
- Be knowledgeable and supportive of Pacelli's and the Diocese of LaCrosse's mission, including expectation of students in accordance with the Student Activities Code
- Follow deadlines with regard to WIAA pre-tournament information
- Communicate with parents frequently
- Coordinate, or designate a person to coordinate, statistics throughout the season
- Assist the Athletic Director in the collection of physical forms or alternate year cards, concussion
- forms and athletic fees where appropriate
- Attend the Season Awards ceremony to hand out letters, certificates and other awards
- Attend the year-end All-Sports Banquet
- Follow established first aid and emergency guidelines, including the reporting of injuries to the Athletic Director within a 24-hour time limit
- Work with PCS assigned trainers in the care of any injuries
- If any fundraising is done, complete any necessary forms and coordinate this effort through the Athletic Director
- Attend the All-Conference meeting and any subsequent All-Region or All-State meetings (as necessary) at the end of the season
- Complete ASEP Coaches Training as expected
- Communicate regularly with the Athletic Director