



ST. VINCENT DE PAUL COLLEGE PREP

Head Coach Job Description

Reports to: Director of Athletics and Principal

At St. Vincent de Paul College Prep Inc. we hold our coaches to the highest standard of conduct. It is expected that all coaches represent the school with honor, respect and dignity. A coach should lead by example and treat athletes, parents, other coaches and officials with respect. We believe that the sports teams are an extension of the school day, and their program should align with the school values.

Job responsibilities include but are not limited to:

- Coordinating tryouts and assigning athletes to the proper positions
- Maintaining the required educational certificates
- Hold a pre-season Parent meeting to discuss your philosophy, expectations and fundraising plans.
- Scheduling games and practices and communication with parents, athletes and administration.
- Provide parents and athletes with a calendar of practice and games.
- Supervising any assistant coaches both paid and volunteer
- Keeping track of inventory including uniforms
- Be in attendance for awards nights (be part of the planning if required)
- Check grades on a weekly basis
- Post scores on MaxPreps and CIF Home
- Create and share roster to MaxPreps and administration.
- Keep MaxPreps up to date with schedule and roster changes
- Work with AD and team parent to plan Senior night festivities
- Provide a list of any early releases you may require
- Inform AD of any schedule or roster changes immediately.
- Model the values and traits of the St. Vincent De Paul College Prep mission statement and graduation outcomes.

Requirements:

- High School Diploma
- 3 years minimum coaching experience required, High School level preferred
- Two letters of recommendation
- Have knowledge and understanding of rules and regulations regarding sport as presented under CIF bylaws and the National Federation Rulebook