



Victory Christian School
High School/ Middle School Head Cross Country Coach
Job Description

Varsity/Head coaches are the connecting point between students, their families, and the school's athletic program. Varsity coaches instruct athletes in the fundamental skills, strategy, and physical training necessary for students to succeed according to their God-given abilities. Victory Christian believes in instilling biblical truth and teaching our students to play for an audience of one.

Position: Middle School and High School Cross Country Head Coach

Supervision Received: The Victory Christian School Middle School and High School Head Cross Country Coach reports directly to the Athletic Director and indirectly to the High School Principal.

Supervision Exercised: Assistant Coaches

Essential Duties

1. Hold and lead team break-out meetings after the preseason parent and athlete athletic department meetings for team prospects and encourage potential athletes to participate in the sport.
2. Assesses student's skills and assigns team positions.
3. Follow the Athletic Department policy and guidelines for holding tryouts and determining final rosters.
4. Develop a regular practice schedule and organize practice times to provide both individual and team development. Communicate the practice schedule with the athletic director and turn in practice plans to the VCS Coach's Google Classroom.
5. Work with the athletics director in scheduling facilities for practices and competitions.
6. Assign duties to an assistant coach as necessary.
7. Coach and instruct students, individually or in groups, regarding the sport's rules, regulations, equipment, and techniques.
8. Provide information and correspondence related to practice, games, or meets to players, parents, and the VCS athletic department.
9. Observe students during competition and practice to determine individual or team improvement needs.
10. Determine game strategy based on the team's capabilities.
11. Confirm transportation arrangements for games and scrimmages with the Athletic Director.
12. Establish and maintain standards of pupil behavior and supervise athletes at all times.
13. Monitors team members' academic performance to ensure that eligibility requirements are met and encourages student-athletes to maintain a high academic standard.
14. Encourage and enforce all fundraising requirements for your team.
15. Arrange and oversee out-of-season opportunities for players and programs, including camps, playing opportunities, and speed/strength/quickness training.
16. Ensure that an emergency medical kit and student emergency medical forms are present at all practices and contests; ensure the medical kit is fully equipped and stocked; report needed items to the Athletic Director.
17. Follow established procedures in the event of an athlete's injury.
18. Conference with parents/guardians, as necessary, regarding the athletic performance of their students.
19. Follow all CIF SJS and Victory Christian regulations that govern the athletic program.
20. Model sports-like behavior and maintain Christ-like conduct towards students, officials, and spectators.

21. Record and upload all stats and game scores to MaxPreps at the end of each game.
22. Act as a team representative and promote the sport by communicating with the news media, booster clubs, service clubs, and other organizations.
23. Follow established procedures for the proper care, maintenance, and requisitioning of equipment, supplies, and uniforms. Report any equipment needs to the athletic director.
24. Submit a list of award winners at the end of the season and plan most season banquets and awards nights.
25. Participate in special activities, including parent's night, banquets, award nights, and pep assemblies.
26. Be at all scheduled practices and games on time. Stay with all athletes after practice/games until they have been picked up.
27. Model nondiscriminatory practices in all activities. (These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Attends staff development meetings, clinics, and other professional activities to improve coaching performance.
2. Performs any other related duties as assigned by the Principal & Athletic Director or other appropriate administrator.
3. Respond to Coaches' surveys and evaluations sent by the Principal or Athletic Director.
4. Schedule and attend end-of-season coaching meetings with the Athletic Director

Job Specifications: To perform this job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements below represent the required knowledge, skill, and/or ability. Reasonable accommodation may be made to enable individuals with disabilities who are otherwise qualified to perform essential functions.

Minimum Qualifications (Knowledge, Skills, and/or Abilities Required):

Personal Qualifications

A believer who is deeply committed to a consistent daily walk with Jesus Christ, including personal devotions and prayer.

Professional Qualifications

Some experience as a head cross-country coach or assistant coach at the high school or college level is preferred. Must possess effective coaching techniques and skills. Must possess a thorough knowledge of the sport's rules, regulations, strategies, and techniques. Must possess the ability to establish and maintain effective working relationships with school administrators, parents, and students.

Completion of State of California Coaching Requirements before beginning the season.

- A. Coaches First Aid Course
- B. CPR Certification
- C. Live Scan Fingerprints
- D. NFHS Fundamentals of Coaching Education Class (within the first season)
- E. Concussion Education Course
- F. Sudden Cardiac Arrest Course
- G. Van Drivers Certification - (only if desired by coach for transportation purposes and over 25)
- H. Completion of the New Coach Hiring Packet

Working Conditions & Physical Requirements: The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to stand for extended periods of time; exhibit manual dexterity to dial a telephone, see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment: The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Duties are normally performed in a school environment or outdoors, but they may also be performed away from school. The noise level in the work environment is usually moderate to loud.

This job description in no way states or implies that these are the only duties to be performed by this employee. The coach will be required to follow any other instructions and to perform any other related duties as assigned by the Principal & Athletic Director or appropriate administrator. Victory Christian Schools reserves the right to update, revise, or change this job description and related duties at any time.

Compensation

\$625 stipend for season

To apply:

Gather Required Documents:

RESUME

COVER LETTER

3 PROFESSIONAL REFERENCES

PERSONAL TESTIMONY OF FAITH

Please submit required documents via email to jobs@victorycs.org

Subject line: CROSS-COUNTRY COACH