



# SPRINGWOOD SCHOOL

## Head Coach and Program Director

**Job Title:** Head Coach and Program Director

**Status:** 10 or 12-month, Full-time/Exempt employee

**Date:** 11/2/20

**Reports to:** Director of Athletics

### School Overview

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Springwood School is a private K4-12 College, and Career Preparatory, Day and International Boarding school led by Christian Leaders who are guided by the school's vision to be an academically sound, spiritually vibrant, engaged community. Our mission is preparing students to be leaders of impact by providing a quality education in a nurturing mind, body, and spirit focused environment.

### Position Summary

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The role of the Head Coach and Program Director is to be responsible for leading all aspects of the program including program administration, teaching sport skills, strategies and team dynamics along with providing direction to student athletes for high level skill development. The Head Coach also promotes character development, appreciation for discipline, sportsmanship and teamwork. Sport at Springwood School is about developing the whole person. Through the sport experience an athlete is tested, challenged and given an opportunity to mature mentally, physically, emotionally and spiritually to develop a high-performance mindset that will carry them through life. A Springwood School coach needs to be committed to developing great players AND be focused on preparing the athlete for a life of influence and impact. This role serves as a member of the faculty and staff and reports to the Director of Athletics.

### Essential Functions

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The specific tasks, duties, and responsibilities of this job include, but are not limited to:

#### Administration

- Possess a strong understanding of and be fully committed to academics, the mission of the Springwood School and the role athletics plays to support that mission
- The ability to organize and supervise every aspect of a complete sport program
- Possesses a thorough knowledge of all athletic policies of Springwood School and is responsible to ensure implementation by the entire staff of the sport program
- Positive communication strategies, organizational skills, and safety awareness are key requirements
- Assists the Director of Athletics in scheduling practices and contests, confirming transportation schedules and updating requirements for tournament and special sport events
- Assists in the necessary preparation to hold scheduled sport events or practices and adheres to scheduled facility times. Coordinates program with maintenance and school employees
- Provides documentation to fulfill state and school requirements concerning physical examinations, parental consent and eligibility
- Advises the Director of Athletics and recommends policy, method or procedural changes

- Demonstrates a willingness to assist and work cooperatively with faculty and staff members
- Completes all year-end reports, as timelines require

### **Teach the Sport**

- The Head Coach must have substantial knowledge of the technical aspects of the sport and at the same time must continue to examine new theories and procedures pertinent to the sport
- Establishes and teaches the fundamental philosophy, skills and techniques to be taught by staff. Designs personal conferences, clinics and/or staff meetings to ensure staff awareness of the overall program and specific expectations
- Able to provide instruction that will lead to the formulation of personal character including moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence
- Skilled at instructing student-athletes in the fundamental skills, strategy and physical training to develop competitive teams
- Assumes a major role in fostering cooperation and positive teamwork, exhibiting outstanding sportsmanship and fan involvement at games and special events and most importantly, assumes a major role in the development of our youth as future leaders. This job requires coaches to interact thoughtfully and respectfully with student athletes, fellow coaches, staff, parents and community
- Meets everyday activities with emotional stability, objectivity and optimism

### **Supervision**

- Trains and informs staff, encourages professional growth by encouraging clinic attendance accordingly
- Delegates specific duties, supervises implementation, and at season's end, analyzes staff effectiveness and evaluates all assistants
- Maintains discipline, adjusts grievances and works to increase morale and cooperation on the teams

### **Communications and Public Relations**

- Organizes parents, coaches and players for pre-season meetings fostering an environment where parents can ask questions but not question decisions
- Promotes the sport within the school by recruiting student-athletes that are not participating in athletics and encourages athletes of all ages to stay with the program at Springwood School through graduation
- Partners with the Director of Admissions to identify and network with high character, high caliber student athletes
- Administers and supervises summer camps, tournaments and leagues to develop the program and attract prospective K-12 students to Springwood School
- Maintains good public relations with news media, athletic associations, parents, officials, volunteers and spectators
- Presents information to news media concerning schedules, tournaments and results in a timely manner
- Engages and greets families. Spends time networking with the school community at school events other than your sport
- Develops and maintains rapport with students, staff and parents to promote a positive learning experience
- Communicates regularly with the Director of Athletics and athletic trainers
- Secures team parent representative to the Wildcat Athletic Association

- Responds efficiently by email or phone, within 24 hours

#### **Finance, Equipment & Facilities:**

- Participates in the budget process with the Director of Athletics. Recommends equipment upgrades and purchases with each year-end report
- Responsible for operating within budget
- Accountable for all equipment: Arranges for issuing, storing and reconditioning of equipment and submits annual inventory and current records as timelines require. Documents unreturned equipment and follows policy to secure return or sanctions of student-athletes
- Responsible for cleanliness and maintenance of specific sport equipment and facilities. Properly marks and identifies all equipment before issuing or storing
- Instills in each player a respect for equipment and school property, its care and proper use
- Monitors student-athletes to be in authorized and supervised areas at the appropriate times
- Ensures locker rooms are clean before and after practices and games
- Checks on general cleanliness of the facilities
- Secures all doors, lights, windows and locks before leaving building or facility

#### **Other Essential Tasks**

- Assists with game set up and Game Day Management
- Coordinates off season conditioning and weight-lifting programs

#### **Qualifications**

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##### **Education**

- A Bachelor's Degree from an accredited college or university

##### **Experience**

- 5 years of Head Coaching experience preferred
- Previous experience in a private school environment preferred

##### **Intellectual Acumen**

- Demonstrates initiative and aptitude for learning complex concepts
- A self-directed learner who seeks out new best practices, methodologies and emerging technology while seeking to present new ideas in a creative way to ensure full community buy-in
- Fully embrace 21<sup>st</sup> century learning strategies and is willing to challenge students and faculty to grow and embrace new skillsets, thought processes and collaborative opportunities
- Thinks outside the box. Be willing to consider something new

##### **Planning Skills**

- Establishes goals for staff, program and team.
- Makes efficient use of time and resources available
- Demonstrates ability to prioritize tasks and to change priorities, as appropriate, to meet the needs of the job

##### **Technical Skills**

- Organizes finances and sport related items

- Orders team supplies well in advance of season
- Helps maintain webpage to enhance communication

### **Skills and Knowledge**

- Excellent professional, organizational, verbal, and written communication skills
- Proficient in Microsoft Word, Excel and Outlook
- The ability to successfully multi-task and function in a fast-paced school environment
- Holds current First Aid and CPR training and encourage coaches to do the same

### **Key Relationships**

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#### **Internal**

- Players
- Teachers
- Administration
- Staff

#### **External**

- Parents
- Coaches and players from other schools
- The community at large

### **Physical Requirements**

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In compliance with ADA requirements, we will make reasonable accommodations for the known disability of an otherwise qualified applicant.

### **Additional Responsibilities**

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The statements in this job description are intended to represent the key duties, essential nature and level of work being performed. They are not intended to be all responsibilities or qualifications of the job. All employees are expected to support the mission and vision of Springwood School and to contribute to the overall life and culture for our students.

### **For More Information**

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Please visit our Springwood School Careers page at <https://www.springwoodschool.com/careers>  
Springwood School uses site-based hiring practices and as such Administrators are responsible for interviewing and selecting for those positions within their area of authority. We wish to thank all applicants for their interest and effort in applying for this position; however only candidates selected for interviews will be contacted.

For more information contact Lowrie McCown at [headofschool@springwoodschool.com](mailto:headofschool@springwoodschool.com)