

## **MADONNA HIGH SCHOOL ATHLETIC DEPARTMENT**

### **JOB DESCRIPTION**

Madonna High School is seeking a Varsity Baseball Head Coach for the 2023-24 school year. This position is an at-will position and reports directly to the Athletic Director and Principal.

### **PRIMARY PURPOSE**

Provide safe instruction and coach students to develop skills and the ability to excel in the assigned sport. Contribute to the education program as a whole and to the personal, academic, and spiritual growth of student-athletes involved in athletics, so that they are successfully competitive

### **QUALIFICATIONS**

Education/Certification:

1. Active and up-to-date West Virginia teaching certification or coaching certification
2. Completion of the all WVSSAC and Diocesan program requirements prior to the start of practice

### **SPECIAL KNOWLEDGE/SKILLS**

1. Must have desire to work in a Catholic School atmosphere
2. Must have a minimum basic knowledge and understanding of the WVSSAC, OVAC, and Diocesan rules and regulations
3. Demonstrate the ability to instruct and supervise student-athletes and coaching staff
4. Excellent organizational, communication, and interpersonal skills

### **EXPERIENCE**

Demonstrated experience as a high school head coach is preferred.

### **MAJOR RESPONSIBILITIES and DUTIES**

1. Use a variety of instructional techniques and media to meet the needs and improve the abilities of student athletes in the sport assigned
2. Manage and supervise athletic activities, contests, and practice sessions to promote individual growth in athletic skills, teamwork, discipline, respect, and good sportsmanship
3. Work with other members of school staff to plan and put in place instructional goals and objectives to ensure the overall educational development of student athletes
4. Establish performance criteria for competition and evaluate students' athletic abilities initially and on a regular basis
5. Take all necessary precautions to protect student athletes, equipment, materials, and facilities
6. Monitor and enforce student eligibility criteria for extracurricular participation
7. Work with the Athletic Director to schedule competitions and coordinate arrangements
8. Develop and coordinate a continuing evaluation of coaching program and make changes based on findings and the ongoing needs of the program
9. Accompany and supervise student athletes during practice, athletic competitions, and other team related activities in assigned sports on out-of-town trips

10. Instruct and advise students on NCAA regulations with regard to academic requirements for scholarships and recruiting practices
11. Maintains, files, and copies all pertinent WVSSAC, OVAC, School and Diocesan materials, eligibility forms, transfer forms, grade reports, and ensures that the WVSSAC, OVAC, School, and Diocesan guidelines are followed
12. Apply and enforce student discipline during athletic contests, practice sessions, other team related activities and while on trips off school property in accordance with Student Code of Conduct and student handbook
13. Encourage sportsmanlike conduct in all phases of athletic participation as regulated by the WVSSAC, OVAC, School, and Diocese of Wheeling Charleston
14. Establish and maintain open communication by conducting conferences with parents, students, principals, teachers, and Athletic Director
15. Maintain a current inventory of all fixed assets within program
16. Oversee process of maintaining, cleaning, repairing, and storing all campus athletic equipment and facilities
17. Annually establish and meet performance goals
18. The principal or his/her designee may assign other duties as deemed necessary

#### **SUPERVISORY RESPONSIBILITIES**

1. Directly Supervises assigned personnel
2. Ensures that all coaches and team personnel meet all educational, certification, and safety & security requirements of the WVSSAC, OVAC, School, and Diocese of Wheeling Charleston

#### **TERMS OF EMPLOYMENT**

Salary, work schedule, evaluation, and other conditions of employment are in accordance with Madonna High School and the Diocese of Wheeling Charleston

Interested candidates must apply with a letter of interest, current resume, and three references to Sharon Higgins submitted by email at [shiggins@weirtonmadonna.org](mailto:shiggins@weirtonmadonna.org) by Friday, July 21, 2023.