



ANDREAN HIGH SCHOOL

Girls Varsity Flag Football Head Coach Job Description

Qualifications:

1. Ability to organize and lead a successful flag football program.
2. Prior coaching experience, preferably as a Head or Varsity coach.
3. Strong knowledge of flag football techniques, strategies, and training methods.
4. Serves as a positive role model for student-athletes.
5. Attends coaching clinics and professional development opportunities.
6. Maintains membership in state-level coaching associations.

Reports To:

Athletic Director and Assistant Athletic Director, with input from high school principals.

Job Goal:

Teach fundamental flag football skills, strategies, and conditioning to help athletes succeed individually and as a team. Promote character development, discipline, confidence, and sportsmanship while fostering growth in a rapidly expanding sport. Stay updated on best coaching practices.

Responsibilities

General:

- Represent the school positively and uphold sportsmanship.
- Manage extended practice hours and risk factors associated with the sport.
- Use good judgment in situations not explicitly covered by policy.

Coaching Duties:

1. Understand and enforce school, state, and IHSAA policies.
2. Follow proper administrative procedures for concerns and meetings.
3. Supervise athletes before, during, and after practices or events.
4. Plan and run practices, games, and team events.
5. Coordinate schedules with the Athletic Office and other coaches.
6. Track and manage team uniforms and equipment.
7. Communicate with parents, athletes, and staff.
8. Assist with team banquets, awards, and senior night events.
9. Organize fundraising efforts with the Athletic Office.

Staff Management:

- Establish coaching philosophies, skills, and techniques for staff.
- Maintain discipline and team morale.
- Attend coaching clinics and staff meetings.

Administrative Duties:

- Prepare for practices and games, ensuring facility readiness.
- Ensure athletes complete required physicals and paperwork.
- Protect and maintain school equipment and property.
- Recommend policy or procedural improvements to the Athletic Director.

Student Support:

- Encourage character development and sportsmanship.
- Monitor athletes' academic progress and conduct.
- Provide guidance for college or advanced opportunities.
- Handle team discipline fairly and communicate with parents as needed.
- Document and report any injuries within 24 hours.

Finance & Equipment:

- Recommend and manage equipment purchases within budget.
- Track issued equipment and ensure proper return.
- Maintain cleanliness and security of facilities and equipment.

Public Relations:

- Organize preseason meetings for parents and players.
- Promote the team within and outside the school.
- Communicate with media and maintain positive relationships with parents, officials, and the community.

How to Apply:

Interested applicants should send a resume and cover letter to:

Neil Dimos

Director of Athletics

✉ ndimos@andreaHS.com

☎ (219) 887-5959 ext. 317