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**Head Girls Track & Field Coach – Job Description**

**Qualifications**

1. Ability to organize and supervise a comprehensive girls’ track and field program.
2. Previous successful coaching experience in track and field, preferably as a Head/Varsity coach.
3. Strong knowledge of the technical aspects of girls’ track and field, with a commitment to ongoing professional growth.
4. Serves as a positive role model for female student-athletes through instruction and conduct.
5. Attends professional development opportunities (clinics, workshops, etc.) related to track and field.
6. Maintains membership in the state-level coaching association for track and field.

**Reports To**

The Athletic Director, who provides overall objectives and final evaluation in conjunction with the High School Principals.

**Job Goal**

To instruct female student-athletes in the fundamental skills, strategies, and physical training necessary to achieve both individual and team success in track and field. The coach must also foster personal growth by teaching and modeling socially responsible behavior, self-discipline, confidence, teamwork, and pride of accomplishment.

**General Responsibilities**

1. Positively influence the community’s perception of Andrean High School athletics. While expectations for success are high, the program must prioritize sportsmanship, student well-being, and character development.
2. Accepts extended work hours, risk of injury factors, and the challenges of due process situations.
3. Exercises common sense, professionalism, and sound judgment in situations not specifically covered in this description.

**Duties and Responsibilities**

1. Has a thorough knowledge of girls’ track and field and all athletic policies approved by the Diocese of Gary; ensures proper implementation by coaching staff.
2. Understands and applies state, conference, and school regulations for girls’ athletics.
3. Follows the administrative chain of command and attends required departmental meetings.
4. Supervises student-athletes from arrival to departure, ensuring all athletes leave safely.
5. Plans and executes all practices, meets, and camps/clinics for girls’ track and field.
6. Communicates with the Athletic Office regarding scheduling, program needs, and ways to enhance the student-athlete experience.
7. Collaborates with other Andrean coaches to support multi-sport female athletes.
8. Manages the distribution and collection of uniforms/equipment; reports needed updates or replacements.
9. Attends preseason parent/student meetings scheduled by the Athletic Office.
10. Assists with organizing end-of-season banquets, awards, special recognitions, and senior night.
11. Coordinates fundraising efforts in collaboration with the Athletic Office.

**Staff Responsibilities**

1. Establishes team philosophy, skills, and techniques specific to girls’ track and field; ensures staff alignment through clinics, meetings, and training.
2. Maintains team discipline, addresses grievances, and fosters morale and cooperation among female student-athletes.
3. Performs other duties as assigned by the Athletic Director/Principal.

**Administrative Duties**

1. Prepares facilities and equipment for practices and meets, coordinating with maintenance staff as needed.
2. Submits documentation required for physicals, parental consent, and athlete eligibility.
3. Ensures proper care and security of equipment and facilities used by the girls’ program.
4. Advises the Athletic Director on policy, methods, or procedural improvements.

**Responsibilities to Student-Athletes**

1. Mentors female athletes in character traits such as trustworthiness, respect, responsibility, fairness, caring, and citizenship.
2. Monitors athletes’ academic progress and conduct.
3. Provides guidance and safeguards for each participant in the girls’ track and field program.
4. Distributes and enforces training rules and program expectations.
5. Submits injury reports to the Athletic Office within 24 hours of occurrence.
6. Directs student managers and assistants, if applicable.
7. Applies fair discipline procedures and communicates with parents when athletes are dropped or deemed ineligible.
8. Assists athletes with college recruitment or post-secondary athletic opportunities, when applicable.

**Finance and Equipment**

1. Recommends equipment standards for the girls’ program regarding type, style, and specifications; adheres to budget limits.
2. Collects replacement costs for lost or unreturned equipment.
3. Maintains accurate inventory and ensures equipment is properly marked and stored.
4. Monitors access to equipment rooms and coaching offices.
5. Ensures athletes only use authorized spaces at approved times.
6. Oversees locker room and facility cleanliness before and after use.
7. Secures facilities when custodians are unavailable.
8. Promotes respect for school property and equipment.

**Public Relations**

1. Organizes preseason parent, player, and coach meetings for the girls’ track program.
2. Promotes the program within the school and community, encouraging female students to participate.
3. Provides effective communication with media outlets as appropriate.
4. Maintains positive relationships with the news media, booster club, and parents.

**Application Process**

Interested applicants should submit a resume and cover letter to:

**Neil Dimos**
Director of Athletics
📧 ndimos@andreanHS.com
📞 (219) 887-5959 ext. 317