



Human Resources Office

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www.hcps.org

VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

September 27, 2023

HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.

HIGH SCHOOL ATHLETIC COACH 2023-2024 School Year Various Locations

ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE

These items are intended only as examples of the various types of job duties to be performed; specific position assignments will vary depending on the needs of the department. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.

-  Organizes and administers the team which he/she coaches under the supervision of the Athletic Director and school administration.
-  Collects all required paperwork including but not limited to physicals, parent/guardian permit form, and proof of insurance/residency from athletes prior to first practice.
-  Files a record of physical exam for athletics with the school nurse and is familiar with the medical history, restrictions, and special needs of each athlete on their team.
-  Attends all school and county/conference meetings.
-  Provides leadership in the selection of team members.
-  Assists in the selection and evaluation of assistant coaches and junior varsity coaches.
-  Assumes responsibility for the selection and training of all team managers, scorekeepers, timers, etc..
-  Verifies the eligibility of each athlete in conjunction with the Athletic Director and designated administrator.
-  Submits a team roster to the Athletic Director for eligibility certification, 5 days prior to the first contest.
-  Assumes responsibility for reporting all unsafe playing areas, bleachers, and equipment to the Athletic Director or building administration.
-  Assists in developing and placing into operation the appropriate rules and regulations governing the conduct of athletic activities and games.
-  Submits all equipment needs to the Athletic Director.
-  Completes and submits to the Athletic Director an updated inventory of all equipment, supplies, and uniforms at the close of his/her season.
-  Assists the Athletic Director with the cleaning, care, and storage of athletic equipment and uniforms for their team.
-  Assists in the preparation of specifications for gymnasiums, athletic fields, and other facilities.
-  Assists in fostering good school-community relations by keeping the community aware of and responsive to the athletic program.

-  Provides, when appropriate, advertising, pre-contest publicity, press coverage of contests, and post-contest reports to the media.
-  Completes accident reports and forwards them to the Athletic Director and school nurse.
-  Provides assistance in making proper preparation for the conduct of contests (playing fields, gymnasiums, etc.).
-  Supervises team personnel that are involved in the program at all times. This includes team meetings, dressing before and after practices and games, during practices and games, and during and after transportation of team personnel to and from the games.
-  Coaches are responsible for ensuring that their practice area and game area are cleaned of all equipment and trash after each session or game.
-  Coaches shall remain at the school until the last player has departed unless the coach has arranged for a faculty member to assume responsibility in his/her absence.
-  Completes officials' evaluations (rating cards) and submits them to the Athletic Director, as applicable.
-  Assists, when appropriate, in the promotion of student athletes' participation at the collegiate level.

See the Updated Coach Vacancies list, on our web site under Current Job Openings, Substitutes/Other/Summer tab. For questions regarding coaching please call 410-588-5276.

HOW TO APPLY

Employment applications are accepted **online only**. To access the application, visit the Employment Opportunities section of the HCPS website at www.hcps.org. If you have questions or require assistance to complete the online employment application, contact the Human Resources Office at 410-588-5238.

The Board of Education of Harford County Public does not discriminate on the basis of age, ancestry/national origin, color, disability, pregnancy, gender identity/expression, marital status, race, religion, sex or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681, et seq.), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools Involving **students, refer to:** Ken Miller, 102 South Hickory Avenue, Bel Air, MD 21014 at [\(410\) 375-0408](tel:4103750408) or Kenneth.miller@hcps.org; Involving **all other members of the school community, refer to:** Renee McGlothlin, 102 South Hickory Avenue, Bel Air, MD 21014 at [\(410\) 809-6087](tel:4108096087) or Renee.McGlothlin@hcps.org. Discrimination complaints may also be filed with other agencies, such as the Office of Civil Rights in the United States Department of Education. Assistant Secretary for the Office of Civil Rights: 400 Maryland Avenue, SW, Washington, D.C. 20202, 1-800-421-3481. For updated information on the Board of Education, visit www.hcps.org.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE