

ST. PATRICK CATHOLIC HIGH SCHOOL

EMPLOYMENT OPPORTUNITY

Mission: Our mission for our students is to promote spiritual growth; to assure intellectual growth through academic excellence; to foster a Christian social conscience; to develop a physically healthy lifestyle; and to provide a culturally enriching experience.

Employment Opening: Head Varsity Football Coach

Application Availability: Applications will be accepted until the position is filled.

Contact: Eddie Burger, Athletic Director
Email: eburger@stpatrickhighschool.net
Phone: 228-702-0500.

Process: Submit an application for employment at www.stpatrickhighschool.net/employment-opportunities. Email cover letter to eburger@stpatrickhighschool.net.

Position Overview: It is the responsibility of the head coach of the varsity football program to provide leadership, supervision, and organization of the football programs and coaches in grades 7-12, and to provide for individual and team success.

In addition to the specific content and pedagogical skills required of a Catholic school teacher, the ideal candidate will:

1. Support the formation of each young person in accordance with the mission and ministry of the Catholic Church as well as collaborate with parents in the formation of their child(ren).
2. Engage in ongoing professional development and supporting fellow faculty and staff members in facilitating faith-based youth development.

General Qualifications:

1. Possess or be in the process of obtaining appropriate licensure from the Mississippi Department of Education.
2. Knowledge of the teachings of the Catholic Church, especially as they relate to Catholic education; modeling of a lifestyle aligned with the teachings of the Catholic Church.
3. Knowledge of developmentally appropriate practice, including intervention strategies, effective communication, and strategies to support a diversity of student learning needs.
4. Excellent verbal and written communication skills.
5. Ability to pass required criminal background check(s) and drug screening.
6. While being Catholic is not a requirement for this position, being a practicing Christian in good standing is required as all employees are considered ministers.

Responsibilities:

1. Is prompt in submitting/verifying participant lists, parent permission, insurance coverage, physical examination, emergency information, and travel consent forms.

2. Follows policy in the athletics handbook regarding physicals, eligibility, and participation of students.
 - A. Assists in providing for the medical screening of all student athletes prior to participating in any tryout, practice, or game.
 - B. Ensures that all participants have received medical screening.
 - C. Properly verifies student eligibility for interscholastic competition.
 - D. Ensures that parent consent forms are on file in the athletic office prior to the athlete's participation in tryouts, practice, or games.
3. Provides written copies of team policies to players/parents.
 - A. Establishes and maintains appropriate team rules.
 - B. Provides written copies of team rules and any other unique team regulations of this sport to the athletes and parents.
4. Understands and follows rules and regulations set forth by all governing agencies; i.e., administration, MHSAA, National Federation of State High School Associations.
 - A. Has thorough knowledge of athletic policies approved by the administration and is responsible for implementation of those policies, including those presented in the employee handbook.
 - B. Has knowledge of the existing system, MHSAA regulations, and interprets and implements these regulations consistently for the staff.
 - C. Understands the proper administrative chain of command and refers all student or parent requests or grievances through the proper channels.
5. Develops and maintains rapport with the coaching staff.
6. Develops and maintains sound public relations; cooperates with news media, partner elementary schools, and interested spectators.
7. Is appropriately dressed at practices and games.
8. Maintains suitable sideline conduct at games towards players, officials, and other workers. Refrains from the use of profanity and tobacco while coaching.
9. Participates in clinics and other activities to improve coaching.
10. Develops rapport with students, parents, other faculty members, coaches, and administrators.
11. Works co-operatively with junior high coaches in developing a coordinated program.
 - A. Provides leadership in directing high school and Junior High coaches.
 - B. Oversees the Junior High football program to coordinate and bring basic program consistency in grades 7-12.
12. Cooperates and communicates with parents during the entire year.
13. Works cooperatively with all school officials.
 - A. Submits all athletic schedules to the proper administrative unit for approval.
 - B. Performs additional duties as established by the administration.
14. Promotes all sports in the academic program.
 - A. Cooperates with the administration to operate the athletics program as a part of the total instructional program.

Performance:

1. Develops respect by example in appearance, manners, behavior, language, and conduct during practices and contests.
 - A. Exhibits exemplar personal conduct and good sportsmanship at all times.
 - B. Provides for coaching and conditioning of all team members, and counseling when necessary.
 - C. Supervises team members' appearance and behavior while representing the school.

2. Provides proper supervision of athletes in all areas; i.e., dressing rooms, training rooms, weight rooms, gym, outdoor facilities, and transportation.
3. Is well versed and knowledgeable in matters pertaining to the sport.
4. Develops a well-organized practice schedule. Practices will be held on all school days except games days and in case of inclement weather.
5. Establishes the fundamental philosophy, skills, and techniques to be taught by the staff.
6. Develops integrity within the coaching staff and fellow coaches.
7. Delegates authority with responsibility while remaining accountable for such delegations.
 - A. Delegates specific duties.
 - B. Supervises implementation and analyzes staff effectiveness.
8. Provides an atmosphere of cooperation by being receptive to suggestions and giving credit to those responsible for success.
9. Holds periodic staff meetings (including junior high coaches).
 - A. Provides leadership in directing high school and junior high coaches.
 - B. Trains and informs staff, encourages professional growth by encouraging clinic attendance and other in-service programs.
10. Provides leadership and attitudes that produce positive efforts by participants.
11. Is knowledgeable concerning medical aspect of the position, including first aid, injury policies, and hospitalization policies.
 - A. Makes certain that every injury is properly taken care of and reported to the appropriate administrators and/or parents.
 - B. Is informed about policies concerning injuries, medical attention and insurance; completes paperwork on disabling athletic injuries on proper forms and submits them to the proper personnel.
12. Is fair, understanding, tolerant, sympathetic, and patient with team members.
13. Uses all possible ethical means of motivation, emphasizes values of competitive athletics, acceptable personal behavior, and lasting values to each individual.
14. Enforces and strictly adheres to safety procedures at all times. Has a plan of action for emergency situations both at home and away contests.
15. Has a good organizational plan for the entire football program.

Related Coaching Responsibilities:

1. Is responsible for the care of equipment used by the football program, including: issue, collection, inventory, maintenance, certification, and storage.
 - A. Directs student managers, assistants, and statisticians.
 - B. Provides for care of equipment and supervision of locker room.
 - C. Supervises collection and inventory of equipment and develops an inventory at the close of the sport season.
 - D. Supervises the selection and training of student managers.
 - E. Properly marks all equipment.
 - F. Is responsible for cleanliness, maintenance, and certification of sports equipment.
 - G. Is accountable for all equipment.
2. Demonstrates self-control and poise in areas related to coaching responsibilities.
3. Displays enthusiasm and exhibits interests in coaching.
4. Keeps Athletic Director informed of unusual events.
5. Handles parental grievances regarding football.
6. Follows proper procedure for purchase of equipment and supplies.
7. Submits appropriate work orders to proper administration for necessary work/repairs to be completed in a timely manner in or on athletic facilities.
8. Is sincerely interested in the players, their environment, and their problems.

- A. Assists student athletes in securing information concerning scholarships or financial aid.
 - B. Ensures that no special privileges are provided for athletes with regard to curriculum and the instructional program.
9. Establishes and provides a tutorial program as needed.
 10. Performs other such duties and responsibilities as the Athletic Director may assign from time to time.
 11. Performs duties related to maintenance of practice and game facilities.
 12. Exercises good and fair judgement in the evaluation of assistant coaches using documentation as an accurate instrument in the evaluation.
 13. Keeps documentation of athletics/activity information checklist for which includes parent consent, physical examination, drug screen consent, and MHSAA eligibility.
 14. Develops an in-service training program for High School and Junior High coaching staffs.
 15. Makes facilities (weight room, gym, etc.) available for athletes as much as is necessary to have a successful program.
 16. Displays strong leadership in directing assistants.
 17. Refrains from use of profanity and tobacco while involved with student athletes.
 18. Follows guidelines from Athletic Director with regard to scheduling of games and submitting trip ticket requests for any transportation needs.

Compensation: This position is contracted on an annual basis based on the current teacher salary scale. Salary is commensurate with qualifications and experience. The retirement plan and health benefits are coordinated through the Catholic Diocese of Biloxi. Additional stipends may be available for coaches and/or various extracurricular faculty sponsors.

St. Patrick Catholic High School is an equal opportunity employer. Qualified applicants are considered for all positions without regard to race, color, sex, national origin, age, ancestry, or the presence of a disability, which, with reasonable accommodation, does not impair performance of professional responsibilities. While being Catholic is not a requirement, being a practicing Christian in good standing is required as all employees are considered ministers.