

**SCHOOL DISTRICT OF OKALOOSA COUNTY  
JOB DESCRIPTION FOR INSTRUCTIONAL PERSONNEL**

IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY NOT TO DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, MARITAL STATUS, AGE, OR HANDICAP. IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY TO HIRE ONLY U. S. CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THESE POLICIES SHALL APPLY TO RECRUITMENT, EMPLOYMENT, TRANSFERS, COMPENSATION, AND OTHER ITEMS AND CONDITIONS OF EMPLOYMENT.

***SUPPLEMENTED POSITION***

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**Position Title:** Head Coach  
**Reports to:** Athletic Director and Principal

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**Minimum Eligibility Requirements:**

Holds a valid Florida Educator's Certificate with appropriate coverage and employed in a regularly established position in Okaloosa Public Schools. (Should a qualified current employee not be available for this position, a person not currently holding a teaching position may be considered provided: 1) fingerprints are cleared; 2) part-time athletic coaching certificate issued, and 3) recommended by principal for supplemented position only.) Any alternative qualifications as the Board may find appropriate.

**Communication Skills:**

Ability to read and interpret documents. Ability to write routine reports and correspondence. Working knowledge of Florida High School Activities Association rules.

**Administrative/Supervisory Requirements:**

Keeps appropriate records. Conforms to rules and policies of the district, school, and state.

**Interpersonal Relationships:**

Provides a supportive atmosphere; establishes and maintains effective relationships with students, peers, and parents.

**Physical Demands:**

Frequent walking, standing, bending or twisting of the trunk. Frequent stooping, kneeling, reaching above the head, repeating the same motion. Good depth perception required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Work Environment:**

The noise level in the work environment is noisy. Employee is frequently exposed to outside weather conditions. Duties are performed outdoors or in gymnasium.

**Job Goal:**

To produce a competitive program. To provide opportunities for athletes to compete and improve skills while learning self discipline and sportsmanship.

**Essential Duties and Responsibilities:**

1. Performs coaching duties as assigned by the athletic director.
2. Coordinates and assigns all duties to assistant coaches working under his/her supervision.

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