

Job Description

Position Title: Supervising Teacher/Coach

Department: Grambling State University Laboratory High School

Job Qualifications: College Degree, valid Louisiana Teaching Certificate with certification in field of instruction

Reports To: Principal of school(s) assigned

Responsibilities:

Coaches

1. Each coach is asked to do any other duty deemed by the principal or designated person to make orderly and conducive learning environment for students.
2. All folders on student athletes for the Louisiana High School Athletic Association (LHSAA) must be Completed and approved by the principal and athletic director two (2) weeks before the 1st scheduled game.
3. All coaches are expected to dress in the appropriate attire associated with Grambling State University Laboratory High School.
4. All head coaches are responsible for records of students at the 6 week mid period.
5. All coaches are to attend all rule clinics as well as local and state.
6. Head coaches will communication with the principal and athletic director for evaluation at the end of each season.
7. All head coaches must conduct him/her based on the rules of the Grambling State University Laboratory High School Handbook and the Louisiana High School Athletic Association (LHSAA)
8. Each coach is responsible for four (4) fund raisers.
9. All coaches are responsible for the distribution of funds to athletes went purchasing foods, etc. and for providing accurate documentation of balances to the principal and athletic director.
10. All coaches are to provide itineraries of practice schedules, games and etc. to the principal and the Athletic Director.
11. All coaches are responsible for the management of equipment and keep inventory of all materials.
12. All coaches are responsible for the maintenance of whatever facilities used by his team.
13. All coaches are responsible for the safety of each student under his care is expected to make sure all students are home before leaving the campus.

Signature

Date

