



## ONEONTA CITY SCHOOLS

COMMITTED TO EXCELLENCE

### **JOB DESCRIPTION**

**TITLE:** Head Varsity Baseball Coach with teaching assignment to be determined

**QUALIFICATIONS:** (alternatives to the below qualification granted as the Board may find appropriate and acceptable)

- Hold a valid Alabama Teacher's Certificate as related to the position.
- Must meet background clearance requirements as specified by Alabama Statutes and State Board of Education regulations.
- Baseball coach experience demonstrating effective leadership, coaching and communication skills.
- A working knowledge of the Alabama High School Athletic Association (AHSAA) rules and regulations.
- Ability to meet the suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.

**REPORTS TO:** School Principal and Athletic Director

**SUPERVISES:** Students and assigned personnel

**CONTRACT DAYS:** 187 days.

**SALARY:** Salary is based on appropriate step on the approved OCS salary schedule.

**EVALUATION:** Performance will be evaluated in accordance with the Board's policy on evaluation of personnel.

**JOB GOAL:** To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible members of society. To assist in the growth and continued vitality of the Oneonta City School System Athletic Program by accomplishing the following: manage and instruct team members in an effort to win games, motivate players before and during competitive events, and analyze team strengths and weaknesses while instituting game strategies.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Coaching duties and required AHSAA coaching certification requirements.
2. Plan, schedule and conduct a regular program of practice and off-season conditioning program for the entire baseball program.
3. Promote the athletic program and baseball program through community events, public speaking, fundraising, and marketing.

4. Direct, plan, prepare and evaluate the activities of the assigned baseball coaching staff.
5. Oversee the baseball strength and conditioning programs for in-season lifting.
6. Represent the school positively in community relations and activities.
7. Adhere to and meet all of the requirements of the AHSAA.
8. Monitor and maintain the discipline and conduct of student athletes involved in the baseball program to support the image and reputation of the athletics programs.
9. Instruct players regarding the rules, regulations, equipment, and safety techniques of the sport.
10. Ensure appropriate eligibility documentation of players.
11. Manage all operational, fiscal, and administrative activities for the baseball program.
12. Follow purchasing procedures and ordering.
13. Adequately prepare for transportation of students for competition. All students must travel by board approved methods. Sign-out prescribed procedure must be followed.
14. Prepare and maintain uniform and equipment inventories.
15. Possess and maintain a current CDL license or become qualified to drive a school bus within 2 years of employment. Exception must be approved by the high school principal.
16. Monitor academic progress and status of team members.
17. Oversee facilities for competition and upkeep.
18. Follow and support the recommendations of the athletic trainer.
19. Coaches subject to sanctions or penalties from the AHSAA will personally pay fines unless nonpayment is approved by the high school principal.
20. Attend school during assigned hours.
21. Adhere to school system rules, administration procedures, local board policy, and state and federal rules and regulations.
22. Attend faculty and other assigned meetings.
23. Participate in the State Board and system required in-service and professional development.
24. Assists in implementing all policies and rules governing student life and conduct.
25. Perform reasonable duties necessary for the safe and effective operation of the school.
26. Maintains confidentiality regarding school/workplace matters in accordance with state and federal law.
27. Exhibit positive human relations skills and professional ethics.
28. Demonstrate proficiency in written and oral communication.
29. Demonstrate competency in the use of computers and available technology.
30. Contribute to the overall development of an effective school program.
31. Know teaching subject area and be properly certified.
32. Organize and communicate subject matter.
33. Follow courses of study prescribed by the State Board.
34. Develop, correlate and supervise the use of instructional materials.
35. Organize and manage a classroom conducive to successful learning experiences.
36. Evaluate student performance and progress.
37. Provide individualized instruction as required.
38. Record and maintain necessary records and reports.
39. Provide supervision and discipline.
40. Work constructively with parents, student and other teachers.
41. Supervise the distribution, use, care and inventory of textbooks and other school provided devices.
42. Determine student needs and objectives.
43. Implement activities using a variety of techniques that utilize instructional time to meet objectives.
44. Engage in personal professional growth and demonstrate professional ethics and leadership.
45. Communicate concerns and requests to administrators in an appropriate and timely manner.
46. Perform other duties as might be reasonably assigned by the Principal, Athletic Director, Superintendent or by direction of the Board.

**PHYSICAL DEMANDS:** Must be physically able to perform the essential job functions.

**DATE OF LAST REVIEW: 06/16/2025**

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This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Oneonta City Board of Education reserves the right to amend the job description as needed, without notice.

Oneonta City Schools is an equal opportunity employer and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, creed, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed name of employee Signature