



Position Title: Track and Field Head Coach
FLSA Classification: Part-Time, Non-exempt, Seasonal Employee
Reports To: Athletic Director

Job Summary:

The Track and Field Head Coach is responsible for various aspects of the Track and Field Program, such as recruiting within the school, scheduling opponents (in conjunction with the Athletic Director), training, and coaching team members. The Track and Field Head Coach is required to abide by the CIF and NFHS rules and regulations as well as the rules and regulations set by the Rolling Hills Prep School administration.

Job Specifications:

In order to be successful in this job, an individual must be able to perform each essential duty satisfactorily.

General Responsibilities:

- Supervise all athletic activities, practices, and meets to promote skill development, teamwork, discipline, and sportsmanship.
- Use diverse coaching techniques and methods to meet the individual and group needs of athletes in sprints, distance, jumps, and throws.
- Develop and promote the Girls Track & Field Program within the school community.
- Host meetings for prospective team members and encourage participation.
- Collaborate with school faculty and staff to support the educational and personal development of student-athletes.
- Evaluate athletic ability, assign event specialties, and track development through the season.
- Create a consistent and well-structured practice schedule for both team and individual development.
- Conduct a preseason meeting with athletes and parents before the first official meet.
- Develop competition strategies based on team strengths and meet conditions.
- Monitor academic and athletic eligibility per school and CIF regulations.
- Promote sportsmanlike behavior and uphold team standards at all times.
- Ensure athlete safety, proper use of facilities, and care of equipment.
- Maintain and inventory all track and field equipment and uniforms.
- Assist students with the NCAA eligibility process and college recruitment.
- Coordinate non-league meets and communicate logistics with the Athletic Director.
- Participate in team events such as senior night, banquets, awards nights, and school pep rallies.
- Communicate with parents/guardians as needed regarding student-athlete performance or concerns.
- Follow emergency procedures for injuries and manage student safety during practices and meets.
- Represent the school and program with professionalism and integrity.
- Maintain inclusive, nondiscriminatory practices at all times.
- Attend coaching clinics and staff development meetings to enhance coaching skills, as required.
- Perform other duties as assigned by the Athletic Director or school administration.

Other Considerations

- Season runs December through May
- Hourly Rate: \$28

**Additional Knowledge/Skills/Attributes**

- Knowledge:
 - Comprehensive knowledge of the game is paramount. Extensive knowledge of current coaching techniques and procedures.
 - Knowledge of NFHS and CIF rules.
 - Demonstrated ability to instruct and supervise student athletes.
- Skills:
 - The Coach must possess the ability to communicate in spoken and written words.
 - Have excellent organizational, communication, and interpersonal skills.
 - Must possess the ability to relate to students and to teach them on and off the field.
 - Must be willing to accept a high level of accountability.
 - Must possess the ability to assess players and coaches effectively. Attributes:
 - Be professionally calm and motivationally intense.
 - Be a progressive thinker but a believer in planning and preparation.

This job description in no way states or implies that these are the only duties to be performed by this employee. RHP reserves the right to update, revise or change this job description and related duties at any time. I acknowledge that I have received and read this job description.

Education and Experience Requirements:

- 1-3+ years experience coaching Track and Field at the high school level (head coaching experience preferred)
- Possess effective coaching techniques and skills

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EQUAL OPPORTUNITY EMPLOYER: No person shall, on the basis of race, color, national origin, age, sex, sexual orientation, gender identity, disability/handicap, or religion, be excluded from participation in, be denied the benefits of, or be subjected to discrimination, harassment, or retaliation in the school's employment opportunities.