



**Position Title:** Upper School Girls Soccer Head Coach  
**FLSA Classification:** Part-Time, Non-exempt, Seasonal Employee  
**Reports To:** Athletic Director

**Job Summary:**

The Upper School Girls Soccer Head Coach is responsible for various aspects of the Girls Soccer Program, such as recruiting within the school, scheduling opponents (in conjunction with the Athletic Director), training, and coaching team members. The Upper School Girls Soccer 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:**

- Manage and supervise athletic activities, contests, and practice sessions, to promote individual growth in athletic skills, teamwork, discipline, respect, and good sportsmanship.
- Use a variety of instructional techniques and media to meet the needs and improve the abilities of student athletes in girls soccer.
- Coordinate the development, promotion and recruitment for the Girls Soccer Program.
- Hold organizational meetings for team prospects and encourage potential athletes to participate in the girls soccer program.
- Work with other members of school staff to plan and put in place instructional goals and objectives to ensure the overall educational development of student athletes.
- Establish performance criteria for competition and evaluate students' athletic abilities initially and on a regular basis.
- Develop a regular practice schedule and organize practice time to provide both individual and team development.
- Hold a preseason meeting with all student athletes and parents before the first official game.
- Assess players' skills and assign team positions.
- Determine game strategy based on the team's capabilities.
- Monitor and enforce student eligibility criteria for extracurricular participation.
- Apply and enforce student discipline during athletic contests, practice sessions, and while on trips off school property.
- Encourage sportsmanlike conduct in all phases of athletic participation at all times.
- Take all necessary precautions to protect student athletes, equipment, and facilities, including protecting students from hazing/bullying.
- Maintain and secure all soccer equipment and uniforms.
- Oversee process of cleaning, repairing, and storing all athletic equipment.
- Maintain records to ensure compliance with all pertinent CIF and NFHS regulations, including eligibility forms, transfer forms, and grade reports, and ensure that regulations are followed.
- Instruct and advise students on NCAA regulations with regard to academic requirements for scholarships and recruiting practices.
- Assist student athletes with college recruitment.
- Schedule non league games and coordinate arrangements with the Athletic Director.
- Participate in special activities to include senior night, banquets, award nights and pep assemblies.
- Conferences with parents/guardians, as necessary, regarding athletic performance of their student.
- Follow established procedures in the event of an athlete's injury.
- Represent the School and the Girls Soccer program in a professional manner.
- Maintain nondiscriminatory practices in all activities.
- Attend staff development meetings, clinics, and other professional activities to improve coaching performance, as requested by the Athletic Director
- Perform any other related duties as assigned by the Athletic Director or other appropriate administrator

**Other Considerations**

- Season runs October through March
- 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 soccer 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.*