



BISHOP DWENGER SAINTS ATHLETIC PROGRAM

Bishop Dwenger Head Track Coach (starting 2022-2023 school year)

POSITION OVERVIEW: The Head Track Coach is responsible for coaching high school student athletes in meet strategies and techniques to prepare them for interscholastic track competitions. The coach provides assistance in all phases of coaching the Track program including, meet preparation, player evaluation, academic coordination and practice, and game day coaching. This position also follows the goals, value, morals, and beliefs of Bishop Dwenger High School and the Diocese of Fort Wayne South Bend.

POSITION DUTIES:

- Holds organizational meetings for team prospects and encourages potential athletes to participate in the sport.
- Assesses athletes skills.
- Develops a regular practice schedule and organizes practice time to provide both individual and team development.
- Works with the Athletic Director in scheduling facilities for practices and competition.
- Coaches and instructs players, individually and in groups, regarding the rules, regulations, equipment, and techniques of the sport.
- Observes players, during competition and practice to determine the needs for individual or team improvement.
- Establishes and maintains standards of decorum and provides proper supervision of athletes at all times.
- Monitors the academic performance of team members to ensure that eligibility requirements are met; and encourages student athletes to maintain a high academic standard.
- Follows established procedures in the event of an athlete's injury.
- Conferences with parents/guardians, as necessary, regarding the athletic performance of their student.
- Follows state regulations governing the athletic program.
- Models sports-like behavior and maintains appropriate conduct towards players, parents, officials, and spectators.
- Acts as a team representative and promotes the sport by communicating with service clubs, community groups, and other organizations.
- Follows established procedures for the proper care, maintenance, and requisitioning of equipment, supplies, and uniforms.
- Works with the Athletic Director to develop a policy for awards and submits a list of award winners at the end of the season.
- Participates in special activities to include fundraising, parent's night, banquets, award nights, and pep rallies and assemblies.
- Maintains eligibility forms, emergency data cards, insurance records, equipment inventory, and other related records.
- Models nondiscriminatory practices in all activities.
- Attends staff development meetings, clinics, and other professional activities to improve coaching performance.
- Performs any other related duties as assigned by the Principal and Athletic Director or other appropriate administrators.

REQUIREMENTS:

- Proven experience working as a Track Coach or Instructor.

- Sound knowledge of various coaching techniques.
- CPR and first aid certifications.
- The ability to motivate students.
- Excellent organizational, analytical, and problem-solving skills.
- Exceptional communication skills.
- Must possess the ability to establish and maintain effective working relationships with school administrators, parents, and students.
- Working knowledge of Bishop Dwenger School/Athletic Policies and Fort Wayne South Bend Diocesan Policies
- Knowledge of the existing athletic system, state and league regulations.
- Undergo a criminal background check.

MORE INFO CONTACT: Greg Slee, Athletic Director

gslee@bishopdwenger.com

260-496-4733

TO APPLY: <https://theapplicantmanager.com/careers?co=df>

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