

**Coach – Job Description – Extra-Curricular  
For Any Wisconsin Interscholastic Athletic Association Position**

**Essential Function:** To coach athletes and guide assistants in the Sport throughout the season and any competitions adhering to all District policies, and WIAA standards, and District Vision, Mission, and Goals. Reasonable accommodation considered on an individual basis.

**Requirements of the Essential Functions:** 1. Capable on a continuous basis: standing, sitting, reaching, gasping, bending, stooping, twisting, repetitive movement of both hands and feet; seeing with both near and far visual acuity; 2. Capable on a frequent basis: walking and moving, climbing stairs, lifting from floor to waist (up to #50), waist to shoulders (up to #25).

**Qualifications:**

- Applicant must demonstrate knowledge of and/or successful experience coaching the Sport and working with high school students.
- Applicant must demonstrate the ability to effectively communicate with the administration, activities director, students and parents.
- Applicants that are not licensed teachers in Wisconsin must have completed or will be required to complete the WIAA coaching education course.

**Job Duties and Expectations:**

- Follow District, School and WIAA rules and regulations.
- Promote the weight training program Bigger-Faster-Stronger both in and out of season.
- Encourage students to participate in the sport and other SHS activities.
- Plan practice, project work, competitions following exemplary standards established by the specific sport.
- Some sports may involve extended responsibilities beyond the normal end of the activity.
- Work within the established budget for the program under direction of Activities Director/Principal.
- Support your program as it relates to the total SHS athletic activities department.
- Be able to travel with students as needed.
- Good communication with players, parents, coaches, and Activities Director.
- Attend monthly coaching meetings as needed
- Participate in SHS fundraising program as needed and work within established budgets
- Follow all anti-harassment, bullying, hazing, board policies and student code of conduct rules
- Supervision: Students must always be supervised when organized as a team
- Assess athlete readiness: physically, mentally, skill
- Practicing all safe playing conditions including Impact Concussion test guidelines.

**WIAA: Article VII – Coaches Qualifications**

**Section 1 – Certified to Teach**

- A. Only persons certified or eligible and applying for certification to teach in Wisconsin shall be assigned as a coach (including assistants, helpers, aides, etc.) of teams representing a school in interscholastic competition.

**Section 2 – Application**

- A. This rule is applicable to all levels of competition, varsity, junior varsity, sophomore, freshman, and junior high (Grades 9-12), and practice sessions as well as actual competition.

**Section 3 – Emergency Provision**

Coaches can now choose between the ASEP Coaching Principles and ASEP Sport First Aid Courses or the NFHS Fundamentals of Coaching and the NFHS First Aid for Coaches Courses.

- A. A school may employ other than a certified teacher for coaching, if a certified teacher is unavailable or unacceptable for coaching assignment.
- B. The following provisions must be met:
- 1) All coaches not licensed as teachers must have completed a WIAA approved coach's education course before they start their second year of coaching.
  - 2) In lieu of having a coach not licensed as a teacher complete a course, a school may assign a faculty mentor, not otherwise coaching, to be present at all times with the coach.
  - 3) A coach not licensed as a teacher, with five years of documented coaching experience in public or private educational institutions, will not need to complete a coaches education course, but will need to apply annually.
  - 4) Coaches not licensed as teachers, or who have not completed an approved coaches education course, must be registered with the WIAA office on the Request for Permission to Use a Coach Not Licensed to Teach Form (CNLT). This requirement includes first year coaches and coaches with five years of experience,
  - 5) An annual fee for each Coach Not Licensed to Teach, who has not completed an approved coach's education course, will be assessed.

If you have any questions about the new NFHS coaching course offerings or about the WIAA educational requirements for coaches that are not licensed to teach, please contact Ray Kosey, Activities Director, School District of Superior at (715) 394-8720 ext. 149 or [ray.kosey@superior.k12.wi.us](mailto:ray.kosey@superior.k12.wi.us) or Joan Gralla at the WIAA office at (715) 344-8580 or [jgralla@wiaawi.org](mailto:jgralla@wiaawi.org).

The employee shall remain free of any alcohol or controlled substance in the workplace throughout his/her employment in the District. Board Policy 3120.01

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