

QUILCENE SCHOOL DISTRICT NO. 48
P O BOX 40
QUILCENE, WA 98376
(360) 765-3363

March 28, 2024

NOTICE OF VACANCY

The Quilcene School District is accepting applications for the following classified position:

High School Boys Head Basketball Coach 2024/2025 School Year

Submit application to: Human Resources
Quilcene School District No. 48
P O Box 40
Quilcene WA 98376

Application Procedures: Complete District Application Packet
Letter of Interest
Resume

Salary: [Coaches Salary Schedule](#)

Start Date: November 2024

Position does not meet the eligibility requirements for benefits or retirement

Submit completed application, letter of interest, letters of recommendation, and current resume to:
Quilcene School District – Attn: Human Resources - PO Box 40 - Quilcene, WA 98376
Or email to: hr@qsd48.org

DEADLINE TO APPLY: Open Until Filled

Applications are available through the human resources office. You may call (360) 765-2952 to request a packet or go to our district website at www.qsd48.org/jobs. Applicants must pass a background check and fingerprints through the WSP and FBI.

Applicants are required to have or obtain a first aid/CPR card.

QUILCENE SCHOOL DISTRICT #48 - AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER <i>Quilcene School District #48 does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts* and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:</i>	
Title IX Coordinator Title: K-12 Principal, Michelle Bruski-Dumpert Phone: (360) 765-2906	Section 504/ADA Coordinator Title: Counselor, Tiffiny Jaber Phone: (360) 765-2955
Compliance Coordinator for State Law (RCW 28A.640/28A.642) Title: Superintendent, Ron Moag Phone: (360) 765-2902	Civil Rights Compliance Coordinator Title: Superintendent, Ron Moag Phone: (360) 765-2902

QUILCENE SCHOOL DISTRICT

JOB DESCRIPTION

HEAD COACH

It is important to note that whenever you organize or attend any function related to the team you are coaching you are acting as an employee of the Quilcene School District.

1. Responsible to the athletic director.
2. Responsible for assistant coaches and team members.
3. Understand the role of athletics in education.
4. Responsibilities include:
 - a. Pre-season:
 1. Complete all paperwork required by the personnel office.
 2. Update first-aid and CPR card.
 3. Prepare equipment for issue and use.
 4. Plan with assistant coach their responsibilities and duties.
 5. Notify athletic director of any ordering or equipment wishes.
 6. Complete WIAA on-line rules clinic; mandatory for head coaches and assistants.
 7. Complete concussion training.
 8. Read the coaches handbook; sign the Guidelines for Supervision sheet.
 9. Complete and sign the following checklists: Coach and Volunteer, Pre-season, Equipment, Locker Room, Playing Field or Facility Safety
 - b. During season:
 1. Make sure equipment and playing areas are safe and in good condition. Complete appropriate safety checklists.
 2. Report all maintenance needs to the athletic director.
 3. Have a copy of all athletes' emergency medical forms at all contests.
 4. Complete incident reports on all injuries, and serious incidents.
 5. Have written practice schedules documenting training procedures and drills used.
 6. Demonstrate the ability to teach the skills necessary for success in the sport.
 7. Conduct game management in a way that enhances the success of the overall program.
 8. Submit a written plan to insure the supervision of athletes at all times.
 9. Communicate with administration in regards to disciplinary situations.
 10. Provide scorekeepers, statisticians, or lines people as needed.
 11. Provide athletes with a written policy statement outlining your expectations as well as your requirements for earning a varsity letter. This policy statement needs to be approved by the athletic director before it is handed out to students.
 12. Provide athletic director with a list of issued equipment and uniforms.
 13. Provide athletic director with a complete and updated roster.
 14. Communicate information regarding the team to the local press.
 - c. Post season:
 1. Gather gear from athletes; make sure uniforms and equipment are clean.
 2. Complete and sign post season checklist within two weeks after the season.
 3. Communicate with athletic director plans for offseason training. Organization of any offseason training is the responsibility of the head coach.
 - d. Year-round:
 1. Assist the athletic director in carrying out the aims of the total program.
 2. Keep current and aware of all WIAA rules and policies.
 3. Give direction to and be accountable for the total school district program in their sport.
 4. Maintain a sense of support to members of the school community.
 5. Work towards fulfilling or maintaining WIAA coaching standards.
 6. Be supportive of the overall athletic program.

Additional Duties and Responsibilities:

Locker Room Supervision:

The head coach is responsible for total locker room control. Neglect of this responsibility could make you and the school liable in the event of an accident.

1. Students are not to be in the dressing room unsupervised. If the head coach and assistant are of the opposite gender then an adult volunteer or school official of the same gender should step in.
2. Absolutely no cell phone use in the locker room; students or coaches.
3. The head coach or member of his/her staff shall be the last to leave the dressing room.
4. Be responsible for cleanliness of locker room and coaches' office.
5. Locker room should be locked immediately after leaving.

Security:

1. Document keys with the Business Manager.
2. Make sure all rooms and buildings are locked after use.

Athletic Injuries:

The head coach is responsible for establishing procedures for handling athletic injuries.

Requirements:

1. A completed emergency medical treatment authorization form is to be kept for each participant. The coach will have a copy of this form.
2. Keep up to date records of all injuries; time, date, place, and how injury happened.
3. Complete incident report form and file with the administration.
4. Require a physician's release if athlete sustains injury or illness serious enough to consult a physician.
5. Do not recommend medical services outside the family physician unless requested by a parent.
6. Under no circumstances shall a coach encourage a player to seek additional medical services or consultation who has not been released by their attending physician.
7. Do not entrust the care of possible serious injuries to managers or lay persons. This is your responsibility.
8. Injuries occurring in the abdominal region, to the head or possible bone fractures are to be referred to a physician immediately.
9. Dazed and unconscious players shall not resume practice or participation in a game until examined and released by a physician immediately.
10. Exercise caution and good judgment in applying the principles of first aid/CPR to an injured player.
11. Remember, you are not a licensed physician. Diagnosing serious injuries belongs only to those qualified to make those decisions.
12. Coaches shall not give any non-prescription medications to athletes.

Emergency procedures for serious or life threatening injuries, such as:

1. Difficulty in breathing.
2. Excessive bleeding.
3. State of shock.
4. Dislocation or fractures.
5. Loss of consciousness for any reason.
6. Severe abdominal pains.
7. High fever.

8. Second or third degree burns.
9. Lacerations requiring sutures.
10. Abnormal behavior as indicated through mental and physical symptoms. Such causes for this behavior could be; bee sting, insulin reaction, seizures, drug overdose, head, back, and/or neck injuries, unconsciousness.

Actions to be taken:

1. Assess the situation through examination of the injured player.
2. Instruct someone, preferably an adult, to call 911.
3. Administer emergency first aid.
4. Call parent or guardian.
5. If unable to contact parent or guardian, refer to student's emergency treatment authorization form for name of family physician and/or other instructions.

NOTE: A member of the coaching staff or school administration should accompany the injured player to the doctor's office or hospital if parent or guardian is not available. **Never allow an injured player to travel alone.**

Safety:

1. Students should be advised of unsafe techniques. The coaching staff should demonstrate the proper method and advise the athlete what can happen if improper and unsafe practices are followed.
2. Insist on safety at all times. Be alert to unsafe practices by athletes.
3. Supervise participants at all times. The coach's daily practice plan should show how he/she plans to conduct general supervision of the sport, and how the coach will supervise specific drills and other components of the daily practice.
4. Any unsafe equipment of facilities shall not be used. Advise the athletic director in writing of any unsafe or facilities.
5. Safety guidelines for each specific sport are documented in the athletic handbook. This is required reading of all athletes and coaches.

Responsibilities on Trips:

The head coach and his/her staff are responsible for the safety and conduct of his/her team at all times.

1. Players, coaches, managers, statisticians, cheerleaders, and school officials are the only approved passengers traveling to and from athletic contests. Any other passenger must have the approval of the principal.
2. All student participants must ride school provided transportation to and from games unless released by the coach to the parent. The only exception to this is if a parent provides a written request for a student to be allowed to ride home with another parent, or approval of the superintendent.
3. Coaches must accompany students on bus. The bus driver is never to be requested to supervise students.
4. Passengers are to comply with district regulations while riding the bus as established by the transportation office.
5. Clean dressing room before departing.
6. Clean interior of the bus upon completion of the trip.
7. Check all injuries, arrange for medical services if necessary. Do not allow an injured player to travel alone.
8. Damage to facilities and/or buses will become the financial responsibility of the person or persons involved.