



Head Cross Country Coach

Reports to: Executive Vice President of School Operations &/or Director of Athletics

Job Classification: Exempt

Nazareth Prep's Mission

Nazareth Prep is an independent Catholic high school that provides a rigorous, internship-centered education focused on next generation skills for college and careers. Through a vibrant, challenging, and religious school life, Nazareth Prep students find their vocations and learn to transform their lives and the world as compassionate, creative, and critical thinkers, doers, and saints.

Job Summary: The Head Cross Country Coach organizes, coordinates, and promotes a comprehensive program of cross country instruction, operating under PIAA, WPIAL or league rules and regulations, that is designed to meet the needs and interest of the school community. This includes training the team to improve their skills, teamwork, and knowledge of cross country rules and game strategies, to enhance their playing performance and good sportsmanship. The Head Cross Country coach must also create and supervise practice routines and season game plans, collaborate with assistant coaches and/or volunteers to maximize productivity during training sessions and contests. The use of a variety of instructional techniques and media to meet the needs and improve the abilities of student athletes in the sport of cross country is expected.

Please Note: *Candidates will be required to show proof of being fully vaccinated against COVID-19 upon commencing employment. Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law. Applicants should be aware that for client-facing roles, particularly those involving close contact with vulnerable individuals, accommodations that involve remaining unvaccinated against COVID-19 may not be deemed reasonable. The Company will engage in the interactive process on an individualized basis in light of each particular role.*

Essential Duties:

1. Holds organizational meetings for team prospects and encourages potential athletes to participate in the sport.
2. Assesses player's skills and assigns team positions.
3. Develops a regular practice schedule and organizes practice time to provide both individual and team development.
4. Works with the director of athletics in scheduling facilities for practices and competition.
5. Assigns duties to an assistant coach as necessary.
6. Coaches and instructs players, individually or in groups, regarding the rules, regulations, equipment, and techniques of the sport.
7. Observes players, during competition and practice to determine the needs for individual or team improvement.
8. Determines game strategy based on the team's capabilities.
9. Establishes and maintains standards of pupil behavior and provides proper supervision of athletes at all times.



10. Monitors the academic performance of team members to ensure that eligibility requirements are met.
11. Follows established procedures in the event of an athlete's injury.
12. Conferences with parents/guardians, as necessary, regarding the athletic performance of their student.
13. Follows state, regional, and district regulations governing the athletic program.
14. Models sports-like behavior and maintains appropriate conduct towards players, officials, and spectators.
15. Acts as a team representative and promotes the sport by communicating with the news media, booster clubs, service clubs, and other organizations.
16. Follows established procedures for the proper care, maintenance, and requisitioning of equipment, supplies, and uniforms.
17. Works with the director of athletics to develop a policy for awards and submits a list of award winners at the end of the season.
18. Participates in special activities to include parent's night, banquets, award nights, and pep assemblies.
19. Maintains eligibility forms, emergency data cards, insurance records, equipment inventory, and other related records.
20. Models nondiscriminatory practices in all activities.

Other Duties:

1. Attends staff development meetings, clinics and other professional activities to improve coaching performance.
2. Performs any other related duties as assigned by the Head Volleyball Coach, Director of Athletics, & Executive Vice President of Operations or other appropriate administrator.

Job Specifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications: Must meet PIAA Coach qualifications (Knowledge, Skills and/or Abilities Required). Some experience as an assistant Volleyball coach at the high school or college level preferred, but not required. Must possess effective coaching techniques and skills. Must possess some knowledge of the rules, regulations, strategies, and techniques of the sport. Must possess the ability to establish and maintain effective working relationships with school administrators, parents, and student athletes.

Working Conditions & Physical Requirements: Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.



Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school environment or outdoors. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

Supervision Exercised: Assistant Coaches and volunteers

This job description in no way states or implies that these are the only duties to be performed by this employee. The Assistant Coach will be required to follow any other instructions and to perform any other related duties as assigned by the Head Volleyball Coach, Director of Athletics &/or Executive Vice President of Operations or appropriate administrator. Nazareth Prep reserves the right to update, revise or change this job description and related duties at any time.

COMMITMENT TO SOCIAL JUSTICE

Holy Family Institute and its affiliated organizations are committed to an environment that respects and values every human being and individual differences. We will invest time and resources to create an inclusive environment for all of our stakeholders. This means we will respect diversity that includes race, ethnicity, gender, socioeconomic status, education, disability, language, and sexual orientation. We also believe that we should be “Faithful Listeners” and embrace diversity of ideas, perspectives, and values. We believe in providing access, opportunity, fair treatment, and advancement for all people. Believing that “God is Found in Everyday Activities” we will do our best to eliminate barriers that prevent full participation in our programs and services. We believe “Loving Relationships” means that all are welcome, all are neighbors, and there are no exceptions. With this belief we aim to create an environment in which any individual or group can feel welcomed, respected, supportive, and valued.

Holy Family Institute is an Equal Opportunity Employer