JOB DESCRIPTION

JOB TITLE: Head Athletic Coach

DATE: 2026-2027 ***DEPARTMENT:*** Athletics/Student Life

REPORTS TO: Athletic Director, Associate AD, Associate Head, Headmaster

JOB SUMMARY: Direct and coordinate the planning, organizing and coaching of the assigned St. Johnsbury Academy sports team.

MAJOR RESPONSIBILITIES AND ACTIVITIES:

- Provide leadership and instruction in the personal and athletic development of student athletes
- Direct and coordinate the activities of my responsible Athletic Program Staff to include the planning, organizing and coaching of the St. Johnsbury Academy sport program; ensure compliance with Academy, and VPA policies and regulations.
- Direct the responsible Athletic Program Staff in the preparation of analyses of opponent teams; analyze game statistics, scouting reports, and other tactical data of opponents and prepare game plans accordingly.
- Counsel team members in academic, disciplinary and personal matters; consult with Academy administration and faculty for resolution of problems as required.
- Determine fiscal requirements and prepare budgetary recommendations; monitor, verify and reconcile expenditures of budgeted funds.
- Manage and evaluate assistant coaches annually.
- Study, evaluate, and implement innovations in specific program strategy and equipment.
- Represent the St. Johnsbury Academy Athletic Department in professional, civic, charity and alumni events.
- Perform other related duties incidental to the work described herein
- Explain and enforce safety rules and regulations. Complete and report student and staff accident reports timely to the Athletic Trainer and/or Athletic Director.
- *The Academy administration reserves the right to assign or reassign duties and responsibilities to this job at any time.*

REQUIRED SKILLS AND ABILITIES:

- Three years coaching experience at competitive high school or college level
- Supervision of staff and/or volunteers
- Public speaking
- Familiarity with budget projections
- Evaluation of training and performance
- Word processing/Internet skills
- Strong communication and organizational skills
- The ability to work independently and perform multiple tasks simultaneously
- AED/CPR, NFHS Concussion, Coaching Principles, and First Aid and Safety certifications are required. Certification in ACE, ACSM, AFFA, and NSCA is preferred. Group exercise or personal training certification from an accredited organization a plus.

ENVIRONMENTAL FACTORS:

The majority of duties are performed in a standard athletic complex facility and/or on the playing fields. Some maintenance work on equipment may be necessary. Must have the ability to lift 50 lbs., with frequent lifting and/or carrying of objects or equipment weighing up to 25 lbs. and carrying such weights a distance of up to 50 yards. Other physical requirements include pushing, pulling, and reaching, frequent walking, standing, occasional bending, stooping and kneeling. Must be able to hear and speak clearly to communicate with students, parents and spectators. Vision such as excellent depth perception, reaction time, far vision, spatial orientation. Must have the ability to reason and make judgements.

Frequent work outside of regular work schedule may be required, including evenings and weekends. Moderate in-State travel is required with this position, with some minimal out of state travel.

BACKGROUND CHECK AND FINGERPRINTING: The Academy conducts criminal and motor vehicle record checks on all candidates. We reserve the right to investigate fully any criminal or motor vehicle offense prior to consideration for employment. Job offer is contingent upon satisfactory maintenance or completion of our background and Child Abuse Registry reporting, and acceptance of our Non-discrimination and Harassment Policy.

St. Johnsbury Academy is an equal opportunity employer. SJA prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. SJA is committed to providing a diverse environment, we encourage and welcome applications from candidates of all backgrounds.

I acknowledge that I have read and understand the above position description in its entirety, and I am capable of performing all of the stated requirements and essential functions as outlined. If I have any questions about the duties and responsibilities that I am asked to perform, I should discuss them with my immediate Manager, Department Chair or Human Resources Director.
I have discussed any questions that I may have had about this position description prior to signing this form.

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Employee Signature **Date**