



# Central Catholic

## ATHLETICS

## Central Catholic Co-Head Track + Field Coach

Central Catholic seeks a Co-Head Track + Field Coach who is committed to educating student athletes from diverse backgrounds in a Catholic community; challenging each individual to live as a Christian witness in service to others. Central Catholic believes that the program of interscholastic athletics is an integral part of the total educational structure. Although participation in the program of interscholastic athletics is voluntary, the individual is of prime importance.

Central Catholic believes that the coach of every athletic activity must assume a major role in forming Central Catholic character virtues in student athletes (faith, responsibility, honesty and courage). A coach should develop leaders, foster cooperation, and exhibit outstanding sportsmanship for emulation by students engaged in activities and/or as spectators. Coaches must insist upon sound academic pursuits, ethical behavior and good citizenship and should instill in the participants a desire to be humble and display impeccable sportsmanship. Coaches must serve as a role model in all of these qualities.

### **Essential job functions:**

1. To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success.
2. To provide instruction that will lead to the formulation of moral values, strong work ethic, faith, responsibility, team work, sportsmanship, self-discipline, leadership, and self-confidence.

### **Duties and Responsibilities (Co-Head Coach):**

1. Works with athletic director for scheduling all practices, meets, and trips.
2. Coordinates and collaborates with Head Coach.
3. Supervises all Varsity practices, meets, and team trips.
4. Communicates clearly by developing policies (addressing athlete/parent issues and concerns) and procedures to keep athletes/parents informed (clearance, practice and meet times, location changes).
5. Attends all required meetings, completes all trainings, and submits all required paperwork in a timely manner.
6. Prepares and organizes a pre-season meeting with parents, coaches, and players.
7. Participates in the budget process with the athletic director.
8. Has a thorough knowledge of all school, conference league, and OSA policies.
9. Post entries and results on athleticnet.com
10. Is accountable for all purchase orders, equipment, uniform and supply ordering, issuance, collection, inventory, and storage.
11. Maintains discipline and works to increase morale and cooperation within the school athletic program and school community.
12. Maintains good public relations with parents, media, and volunteers.

13. Communicates and works with athletic trainer.
14. Updates the athletic director frequently about any issues, concerns, or highlights.
15. Schedules and plans a post-season awards night for specific sport.
16. Completes required post-season forms.

**Qualifications:**

1. ASEP/NFHS and Coaching Certifications. (This can be completed after the hire.)
2. The candidate selected for this position must complete all Archdiocesan required trainings and certifications.
3. Ability to organize, supervise, and lead a sports program, assistant coaches, and team.
4. Required coaching experience in assigned sport.
5. Knowledge of technical aspects of the assigned sport and willingness to continue to learn and examine new ideas pertinent to coaching and the assigned sport.

**Special Requirements:**

The person employed for this position must be able to verify identity, employment authorization, complete a background check, and complete a fingerprint check.

**Compensation:** Commensurate with experience

**Start Date:** Preliminary work will begin immediately with off-season planning/scheduling with Athletic Director.

**Length of Stipend Contract:** Mid-February – May 31, 2023

**Application Deadline:** April 28, 2022

Questions concerning this position should be directed to Laura Jaeger, Athletic Director, Central Catholic High School, 503-235-3138, ext 1133.

**Application Process:** Please email your Archdiocesan application (see below link), cover letter, resume, and season plan outline as well as attach three letters of reference to Laura Jaeger at [ljaeger@centralcatholichigh.org](mailto:ljaeger@centralcatholichigh.org) or mail to Laura Jaeger, Central Catholic Athletic Director, 2401 SE Stark St., Portland, OR 97214.

[Central Catholic Archdiocese Application](#)