



ST. MICHAEL'S CATHOLIC ACADEMY

Head Cross Country/Assistant Track and Field Coach

About St. Michael's Catholic Academy:

St. Michael's Catholic Academy in Austin, TX, is a Christ-centered, college preparatory learning community, inspiring lives of service, courage, personal integrity, and intellectual curiosity. We are distinguished by our Catholic tradition, a welcoming and diverse community, excellent academic programs and a variety of extracurricular activities.

Summary of Position:

The school seeks a Head Cross Country and Assistant Track and Field Coach who is involved in the community and dedicated to carrying out the mission of the school. This position is a part-time, exempt staff position. This position will report to the Athletic Director. The coach will work seasonally as needed for the sport assigned.

Job Details:

- Primary responsibilities include but are not limited to:
- Organize practices for the Cross Country program
- Organize distance practices for the Track and Field program
- Schedule practices and invitational for the Cross Country program
- Secure registration, transportation and attend all Cross Country invitational
- Attend all Track and Field Meets
- Develop season long as well as individual game plans
- Oversee Cross Country conditioning program
- Oversee distance program for Track and Field team
- Communicating with student-athletes/ parents weekly
- In charge of uniform inventory and distribution, end of season storage and inventory
- Ensure consistency and relative uniformity in the implementation of and execution of Cross Country plan
- Learn and adhere to rules specific to TAPPS Cross Country competition
- Learn and adhere to rules specific to TAPPS Track and Field competition
- Advocate on behalf of deserving players eligible for post-season awards/accolades and collegiate scholarships
- Attend district and state coaches meetings as required
- Evaluating performance and providing suitable feedback, balancing criticism with positivity and motivation
- Assessing strengths and weaknesses in a participant's performance and identifying areas for further development
- Adapting to the needs and interests of group or individual participants
- Effectively communicating instruction
- Demonstrating an activity by breaking the task down into a sequence
- Encouraging participants to gain and develop skills, knowledge and techniques
- Ensuring that participants train and perform to a high standard of health and safety at all times
- Inspiring confidence and self-belief
- Developing knowledge and understanding of fitness, injury, sports psychology, nutrition and sports science
- Acting as a role model, gaining the respect and trust of the people you work with
- Working to a high legal and ethical standard at all times, particularly in relation to issues such as child safeguarding and health and safety requirements

Required Experience, Degree, and Skills:

- Prior years coaching or athletic experience is preferred
- Organization and time management skills
- Effective communication and interpersonal skills
- Positive attitude towards students, staff and faculty

Employee's Name

Employee's Signature

Date