



Head Coach Track & Field (Upper School)

About TFS

Tallulah Falls School is an independent, coeducational college-preparatory day and boarding school nestled in the northeast Georgia mountains serving more than 500 students in grades four-12. Our students, faculty, staff, parents, and supporters form a close-knit school family where everyone feels a sense of belonging and purpose. We all work together as a team to accomplish a common mission.

Job Summary

Tallulah Falls School is seeking a Head Coach Track & Field at the Upper School with the expertise and passion to enhance a culture of GREAT character, highly competent skill execution and competitive performance leading to seasons of significance. The ideal candidate will be an esteemed and organized mentor who commands respect, confidentiality, sees the big picture and sets inspiring standards to further our desire to demonstrate the high ideals of education-based athletics as instrumental in school pride, student development and team success.

Responsibilities

- Conduct all practices with safety as the number one priority and continually reinforce appropriate sport safety concerns.
- Pass the updated NFHS Concussion Course yearly <http://nfhslearn.com> before school starts or prior to coaching athletes at any time during the school year.
- Maintain a clean and safe practice and contest event area, to include storage areas.
- Explain to athletes any inherent risks associated with the sport and ensure proper supervision of athletes.
- Exemplify and actively structure, develop, and assess character.
- Speak, behave, and dress in a professional manner that is honorable to TFS.
- Understand and follow GIAA rules and regulations and TFS standards of excellence.
- Develop and oversee the entire sport program, including JV and middle school teams and including off season and summer conditioning within the guidelines of GIAA and in collaboration with other coaches, sports, and schedules involved.
- Plan, organize, and implement practices that are appropriate for the sport in conditioning and skill work. Consider safety, progression, pairings, hydration, and other areas conducive to the sport.

- Provide prospective athletes, parents/guardians information on team standards/values, expectations, try-out and practice policies, expenses, practice and game schedules, GREAT service projects, and other pertinent information.
- Provide information for the Tallulah Falls athletic website; schedules, scores, announcements, and other relevant information for the sport and in compliance with TFS branding/templates. Keep record of/post all relevant individual and team statistics for the team.
- Create historical archive/folders of statistics, roster, awards, etc.
- Plan and organize inventory and care of all equipment used by the team (uniforms, warm-ups, and all items purchased by the school and issued to members).
- Present purchase orders to the Athletic Director for all purchase items needed prior to the purchase.
- Prepare a budget of all financial needs for the sport for the following school year. research, plan, and document the best times to buy items (during annual conferences, off season, month, etc.). This includes the needs of middle school and junior varsity.
- Structure appropriate team bonding/gatherings/parties during and at the end of the season.
- Provide a revised/dated schedule (*and any changes/revisions*), to include class dismissal, leave, and approximate return times to the athletics schedule calendar (and any subsequent changes), AD, athletics calendar, Deans, and Residential Life staff.
- Lock appropriate doors when finished with practices or contests and will ensure all team members are picked up by the appropriate person.
- Perform appraisal of assistant coach(es) within two weeks after the season highlighting/detailing strengths and improvement goals.
- Promote sport and team via honors/awards.
- Continue professional development through networking, digital and/or print, and staying updated on latest skills, development, and technology.
- Perform other such duties that are consistent with the nature of the position and that may be requested by the Athletic Director.

Requirements & Qualifications

- Previous coaching experience in assigned sport is preferred.
- Has knowledge and background in the assigned sport.
- CPR/First Aid/AED current certification
- NFHS Concussion Course completed yearly.
- TFS Driving Course
- GIAA sport rules clinic certificate
- Ability to read and understand the GIAA rules, Resource Guide, Cardiac Arrest information, Heat/Humidity/Hydration forms.
- Maintain a high degree of ethical professionalism.
- Understand and value private education, day and boarding student life and academic and athletic balance.
- Inspire through positive discipline, goal setting and encouragement.
- Excellent organizational and communication skills.

- Model and promote the TFS Be GREAT character program, and maintain professional conduct toward players, officials, parents, and spectators.
- Adhere to and enforce all school policies.

Standard Physical Requirements:

- Must be able to sit and/or stand for an extended period of time.
- Must be able to bend, reach, lift and climb.
- Must be able to understand written and verbal instructions.
- Must be able to lift, carry, move and handle equipment, boxes weighing up to 50 pounds.
- Must be able to communicate and respond to questions from various levels both within and outside the organization.
- Must have manual dexterity sufficient to perform specified duties.

In addition to completing the employment application, interested candidates should email a cover letter, resume, and a list of three professional references to Athletic Director, Scott Neal at scott.neal@tallulahfalls.org. **No phone calls**, please. The employment application can be found here- <https://www.tallulahfalls.org/about/employment-opportunities.cms>

Tallulah Falls School is an equal opportunity employer.

All job applicants at TFS will undergo testing for the presence of illegal drugs as a condition of employment. Any applicant with a confirmed positive test result will be denied employment. Applicants will be required to submit to a specimen test at a laboratory selected by Tallulah Falls School and sign a consent agreement to release TFS from liability.