

Head Coach/Assistant Head Coach Responsibilities



- Pray for coaches, students, school staff, and A2R leadership
- Serve as the liaison between the school, church, and volunteer coaches
- **Schedule Calendar**
 - Set up an orientation for the new coaches before the first week of coaching.
 - Work together with the Leadership Team to ensure a positive launch during the first week of coaching. (See Captain/Co-Captain First Week Responsibilities for additional details.)
- **Communicate**
 - Communicate with all volunteers and Captains/Co-Captains during the year. Send emails to the volunteers as needed (i.e. Programs, holidays, and other days when coaching will be interrupted.)
 - Communicate regularly with the school Site Coordinator and teachers regarding scheduling.
- **Collect data**
 - Download Head Coach's Workbook from ARISE2Read.org.
 - Work with the school Site Coordinator to obtain student rosters and schedule with coaching times.
 - Fill in the Coach Information page in the workbook.
 - Collaborate with Scheduler throughout the year to manage the workbook and schedule for the year.
- **Testing**
 - Plan, organize, and direct Pre-Testing and Post-Testing.
 - Ensure testing data is entered into the Head Coach's Workbook.
- **Coaching Room**
 - Set up the coaching room and maintain it during the year.
- **Student Files**
 - Set up the student files. Maintain, update, and review as needed.
- **Meetings**
 - Meet with Leadership Team and school personnel as needed.
- **Supplies**
 - Ensure necessary supplies are purchased/obtained.