



Anthony Charter School
780 Landers Rd., Anthony, NM 88021

JOB TITLE: CHEERLEADER COACH

SUPERVISOR: HEAD ADMINISTRATOR & ATHLETIC DIRECTOR

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

- NM Coaching License in hand or ability to obtain NM Coaching Licensure.
- Age 21 years or older.
- Previous experience as a competitive Cheerleader coach at the middle/high school level preferred.
- Must be available to attend afterschool practices and all sporting events beginning in August and ending in May. Games are currently scheduled for Friday nights and Saturday mornings; game days/dates are subject to change.
- Must possess effective coaching techniques/skills and thorough knowledge of the rules, regulations, strategies, and techniques of the sport.
- Must possess the ability to establish and maintain effective working relationships with school administrators, parents, and students.

Position Summary: The Cheerleading Coach is responsible for choreography and teaching cheer routines to the cheerleading squad. Be knowledgeable and skilled in tumbling and stunting to ensure the safety of all program participants. Have the ability to work with teenagers to lead them to success. Be professional, organized and dedicated Coach. The Coach is responsible for setting and conducting practice times after academic classes and supervising the team at all sporting events and any other activities to promote school spirit.

Essential Duties

1. Works with cheerleaders during practices and sports activities.
2. Holds organizational meetings for team prospects and encourages students to participate.
3. Assesses skills and assigns team positions.
4. Develops a regular practice schedule and organizes practice time to provide both individual and team development.
5. Works with the athletics director in scheduling practices, venues and games.
6. Coaches and instructs cheerleaders, individually or in groups, regarding the rules, regulations, equipment, and techniques of the sport.
7. Observes cheerleaders, during events and practice to determine the needs for individual or team improvement.
8. Establishes and maintains standards of pupil behavior and provides proper supervision of students at all times.
9. Monitors the academic performance of team members to ensure that eligibility requirements are met.
10. Follows established procedures in the event of an injury.
11. Conferences with parents/guardians, as necessary, regarding the academic, behavioral & sports performance of their student.
12. Follows NM state regulations governing the program.
13. Models sports-like behavior and maintains appropriate conduct towards cheerleaders, officials, spectators and ACS staff.
14. Acts as a team representative and promotes cheerleading by finding outside venues for performances.
15. Follows established procedures for supplies and uniforms.
16. Assists with the ordering of uniforms and equipment within determined budget.
17. Works with the Athletic director to develop a presentation of awards and submits a list of award winners at the end of the season.
18. Participates in special activities to include parent's night, banquets, award nights, and pep rallies.
19. Maintains eligibility forms, emergency data cards, insurance records, equipment inventory, and other related records.
20. Models nondiscriminatory practices in all activities.

Other Duties:

Performs any other related duties as assigned by the Head Administrator, Athletic Director or other appropriate administrators.

This job description in no way states or implies that these are the only duties to be performed by this employee. The coach will be required to follow any other instructions and to perform any other related duties as assigned by the Head Administrator & Athletic Director or appropriate Administrator. Anthony Charter School reserves the right to update, revise or change this job description and related duties at any time.