

# The SHOSHONE-BANNOCK TRIBES

**FORT HALL INDIAN RESERVATION**  
P.O. Box 306  
Fort Hall, ID 83203



**HUMAN RESOURCE DEPARTMENT**  
Phone: (208) 478-3856/(208) 478-3857  
(208) 478-3850/(208) 478-3750  
Fax: (208) 478-3950

## JOB DESCRIPTION

**TITLE:** Varsity Football Head Coach  
**DEPARTMENT:** SHO-BAN SCHOOL  
**SALARY:** STIPEND (\$4,101.76)  
**OPENS:** June 12, 2023  
**CLOSES:** UNTIL FILLED  
**CAREER STATUS:** **NON-EXEMPT** – Conditional upon successful 90-day probationary evaluation and annual budget appropriations.

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**Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify eligibility for job qualifications and preference. INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.**

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### GENERAL PURPOSE:

To provide student athletes the opportunity to develop an appreciation for the value of competition, discipline, hard work, and sportsmanship while serving as a member of a team where all are working toward a common goal.

### SUPERVISION:

The Head Coach will be supervised by the Athletic Director and Principal

### DUTIES AND RESPONSIBILITIES:

- The Head Coach will be responsible for coaching at all practices, attending all conference meets, including conference and state meets, if any, and will abide by all IHSAA rules and regulations. The Head Coach **MUST** take attendance of student-athletes at all practices and contests.
- The Head Coach will be responsible for the health and safety of all players.
- The Head Coach shall be in compliance with the IHSAA and the District Athletic Policy and Procedures manual, at all times. In the event of a rule violation, the Coach will submit the violation in writing to the Athletic Director and Principal.

Varsity Football Head Coach

Approved 6/5/23 DA3296

- The Head Coach will assist in ensuring that all athletes have physical forms on file with the Athletic Director.
- The Head Coach will be responsible for turning in an inventory list of all equipment and uniforms before the season starts. When the season is complete, all equipment will be turned in with status of condition or recommendation of replacement.
- The Head Coach will coordinate all uniform check out in writing with the student and Parent/Guardian, plus, notification of replacement cost if not returned and in acceptable condition.
- The Head Coach will coordinate all equipment purchases with the Athletic Director, prior to ordering anything for his/her sports program. Furthermore, ordering of any sports equipment will be done only when a Purchase Order or check is in hand. Otherwise, the purchase will not be paid for and will be the responsibility of the Coach or Coaches.
- It is understood that ALL COACHES display professional behavior at all times, both on and off the court or field.
- The Head Coach will ensure that all safety and health precautions are taken to protect the health and safety of the players. This includes getting home after practice or an event. They will also aid in the treatment and rehabilitation of injuries sustained during athletic participation.

### **QUALIFICATIONS:**

1. Idaho Teacher Certification or NFHS/ASEP certified
2. Previous experience as a player and/or coach

### **Additional Required Certifications/Qualifications:**

Coach MUST complete, maintain certification & provide certificate of completion to the Athletic Director, for the following trainings found on the IDHSAA website:

- Certified Teacher or Completed NFHS Fundamental of Coaching or ASEP Coaching Principles
- CPR/First Aid Certification (valid during season).
- St. Luke's online concussion course
  - NEW/1st time coaches MUST take prior to the first day of practice.
  - All other coaches are required to review on even numbered years
- NFHS Sudden Cardiac Arrest Course
  - NEW/1st time coaches MUST take prior to the first day of practice.
  - All other coaches are required to review on even numbered years
- NFHS Student Mental Health and Suicide Prevention course
  - NEW/1st time coaches MUST take prior to the first day of practice.
  - All other coaches are required to review prior to the first day of practice.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans Preference will apply in compliance with the Shoshone-Bannock Tribes Personnel Policies and Procedures Manual.

### **IMPORTANT APPLICATION CRITERIA**

**Instructions: You must turn in all supporting documents to be eligible for this position you are applying for.**

A complete application must be submitted to the Shoshone-Bannock Tribes Human Resource Department, P.O. Box 306, Fort Hall, Idaho 83203. Applications can be found online at [www.sbtribes.com](http://www.sbtribes.com). Applications can be sent via email to [recruitment@sbtribes.com](mailto:recruitment@sbtribes.com) or faxed to 208-478-3950 and are accepted until 5PM on the closing date.

Submit a copy of all supporting documents to be eligible for the position you are applying for. For example: Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications.

***Telephone calls are not accepted in place of an employment application or letter of interest.***

Applicants who have a current application on file, please submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification.

Preference will be given to Shoshone-Bannock Tribal member applicants who provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood (CIB) to receive preference.

Preference points will also be given during the interview process to veterans who provide documentation of a DD-214.

Applicants being considered for employment or a political appointment must submit to a pre-employment alcohol and drug screen prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment.

The Shoshone-Bannock Tribes will conduct an employment background check on new employees to ensure suitability for the position applied for.