

Job Description

Job Title: Coach

Department: Extra Duty

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Summary: The Coach will lead each athlete toward the fulfillment of his/her potential for intellectual, physical, emotional and psychological growth and maturation.

Essential Duties and Responsibilities:

All or some of the following tasks may be required. Other duties may be assigned.

1. Leadership:
 - a. Encouraging good sportsmanship, fair play, ethical conduct, good scholarship and desirable pupil-teacher relationships.
 - b. Attend meetings to insure proper communications and conduct of the athletic program.
 - c. Issue, inventory, return and storage of all equipment.
 - d. Attend all practice sessions and contests.
 - e. Provide reports as requested by the athletic director.
 - f. Instruct student athletes of game rules, procedures and player expectations.
 - g. Support the policies, game plans, procedures and system, of training.
 - h. Assist in applying a consistent, firm and positive discipline plan.
 - i. Provide scouting reports as required.
 - j. Provide services as team trainer and emphasize safe training procedures and practices.
 - k. Perform delegated duties as assigned by the athletic director.

2. Public Relations:
 - a. Conduct participant/parent meeting to convey the training and behavioral standards of his/her activity and the associated discipline measures.
 - b. Effectively work with students, staff, parents and community members.

3. Purchasing:
 - a. Ensure care of district equipment, supplies and physical properties in the assigned sport and submit an inventory for the sport immediately before and following the close of the season.
 - b. Provide for proper identification and labeling of all inventoried equipment.
 - c. Complete a projected budget request for the sporting activity, no later than the conclusion of the sporting season, or upon request.

4. Student Protection:
 - a. Ensure each participant has met eligibility requirements prior to any participation in practices or contests. Expectation is that student eligibility shall be reviewed weekly.
 - b. Maintain participant emergency treatment permission forms at all practices and competitions.
 - c. Promptly file participant injury reports.
 - d. Take all necessary and reasonable precautions to protect students.

5. Supervision:
 - a. Supervise student participants until all participants have safely left the sports facility.
 - b. Secure all facilities and equipment at the conclusion of all daily practices and after each contest.
 - c. Accept responsibility for the conduct of all players and managers under supervision.
 - d. Submit of an accurate roster of all participants in the respective activity within the first week of practice and maintaining an accurate listing of participants with the Athletic Director.
 - e. Assume shared responsibility for supervision of participants at all practices, contests and team meetings.
 - f. Comply with all Board policies, administrative regulations and District procedures, as well as all state, federal and local laws and regulations.
 - g. Perform all other duties as assigned by the athletic director , principal and/or superintendent.

Supervisory Responsibilities:

- Assistant coaches
- Athletes

Qualifications:

- Valid Oregon teaching license is desired.
- Must be willing to work within the guidelines established by district policy and administrative directive.
- Must have previous experience in the specific sport.
- Must have exceptional personal integrity, maturity, collaborative skills and personal interest in working with students, staff, parents and the community.
- Must have current CPR/First Aid card.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, talk, see, hear, walk and sometimes sit. While performing the duties of

this job, the employee may occasionally push or lift up to 50 pounds. The employee is directly responsible for the safety, well-being and work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed materials, and the ability to adjust focus. This position requires the individual to meet multiple demands from several people and interact with the public and other staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level of the environment is moderate to loud. Work is predominately inside and generally provides protection from the weather but not necessarily from temperature changes. Some outside duties are required. Occasionally required to ascend or descend stairs or similar uneven surfaces. May be exposed to communicable diseases and blood-borne pathogens.

Reports To:

The Coach will report to the Athletic Director and Principal.

Terms of Employment:

Salary and benefits, work year and work day to be determined by board policy and individual contract.

Note: This is not necessarily an exhaustive or all inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

Please Sign Electronically at:

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