

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Junior High Assistant Athletic Coach

QUALIFICATIONS:

Requires the following (or equivalent qualifications) This is a generalized position description. Specific duties and responsibilities vary, depending upon the assigned duty.

1. High school diploma
2. Possession of a valid State of Iowa Athletic Coach Endorsement or approval
3. Demonstrated knowledge of, interest in, and aptitude for coaching the specific athletic area.
4. Excellent communication, public relations and organizational skills
5. Must have or be willing to obtain Category I- Bloodborne training and Child Abuse Training.
6. Excellent human relations and verbal communication skills. Ability to relate positively with staff, parents and students. Knowledge of specific activity.
7. Continuous speaking, hearing, and visual effort. Frequent standing, walking, and sitting. Occasional climbing, lifting, and carrying up to 75 lbs. Close mental and visual attention. Work involves some irregularities and difficulties, repetitive and various tasks. Continued general concentration.
8. Working conditions vary-may include working indoors and outside in various types of weather conditions. Occasionally exposed to dust, noise, odors, and other irritants. Stress associated with pressure of coaching. Work may involve irregular long hours and days. Some travel required. Exposed to the hazards of the road when traveling.

REPORTS TO: Junior High Principal/JH Head Coach

JOB GOAL: To help each participating student achieve a higher level of skill, an appreciation for the values of discipline and sportsmanship, and an increased level of self-esteem. To contribute to the success of the specific athletic progress from the seventh through the twelfth grade.

PERFORMANCE RESPONSIBILITIES:

1. Maintain strict confidentiality.
2. Under the direction of the NSHS Head Athletic Coach, coach and teach individual participants the skills, disciplines, and sportsmanlike behavior necessary for participation and achievement in the specific athletic activity.
3. Attend practices and accompany participants to contests ensuring proper conduct and grooming.
4. Help to ensure that participants meet eligibility guidelines, have physical examinations, proof of insurance, and handbooks.
5. Assist in the issuing, maintaining, repairing, storing, and checking of equipment.

Page 2 – Junior High Assistant Athletic Coach

6. Help to ensure facilities and equipment are prepared for practices and events, supervises the use of equipment in facility, and properly secures facilities and equipment at conclusion of event.
7. Attend coaches meetings, annual rules meetings, awards and honorary banquets and parties.
8. The coach will maximize the safety of all students.
9. Assist in enforcing training rules.
10. Help to ensure that injury and insurance reports are properly filed.
11. Maintain an awareness of and ensure compliance with state rules and regulations and district policies relating to the specific activity.
12. Performs public relations functions such as developing student interest in the athletic program, cooperating with media, reporting scores to the media, communicating with parents, and cooperating with other coaches. All media releases need to be run by the A.D. or Principal before submitting them.
13. Keep Head Coach/Principal/AD appraised of development that would influence the building climate.
14. Perform other duties as assigned.

TERMS OF EMPLOYMENT: Length of the season.

EVALUATION: Performance of the job will be evaluated in accordance with Provisions of The Board and Master Contract.

Approved by: _____ Date _____

Reviewed and agreed to by: _____ Date _____
(Incumbent)

(This job description contains only measurable performance responsibilities).

3/13/03