

EXTRACURRICULAR SPORTS & ACTIVITIES

Purpose Statement:

The purpose of this position is to instruct students in the fundamental knowledge, skills, strategy, and physical training necessary for them to realize a degree of individual and team success in their sport(s)/activity, providing supervision of other coaching personnel as necessary; providing supervision of students during all aspects of the program; using sound instructional techniques in overseeing program activities; serving as a positive role model to participants; and serving in a liaison capacity for the school and program with other schools both within and/or outside the district, to the community, and to various organizations. The employee must understand and abide by all building, Puyallup School District and Washington Interscholastic Activities Association (WIAA) policies, regulations, procedures, and guidelines.

Essential Job Functions:

- **Leads** assigned sport(s)/activity with integrity and respect, modeling appropriate behavior in appearance, language, etc.
- **Supervises** assistant coaches and students to promote effective student learning through participation in activities
- **Communicates** respectfully and effectively with all stakeholders (e.g., parents, community, students, opponents, officials, and staff)
- **Encourages** students to participate in program and coaches all students equitably
- **Develops and maintains** positive relationships with parents, community, students, opponents, officials, and staff
- **Instructs** students to promote effective student learning through participation in athletics/activities, including clinics and post season competition
- **Plans, develops, and implements** a safe and effective program for the sport to prepare students both physically and mentally to participate with confidence and self-assurance in contests
- **Formulates** behavioral objectives for the coming season, encouraging good sportsmanship and a positive attitude in all students
- **Administers** fair and consistent discipline, when necessary, in a fair and consistent manner
- **Emphasizes** safety precautions
- **Provides** opportunities for each participant to achieve some success, providing feedback to students before, during and at the end of the season
- **Schedules** preseason meeting with parents to establish a personal relationship and to review the total scope of the program
- **Informs** students and staff prior to season about the district's policies and regulations and extracurricular activity contract
- **Organizes** practice sessions that are both stimulating and instructive, and conducted on a regular daily basis with the ~~idea~~ objective of developing and maximizing each student's and team's potential
- **Teaches** safe and sound fundamental skills of the activity ~~sport~~; prepares daily practice activities and keeps records on file
- **Emphasizes** and promotes good sportsmanship in the conduct of team members and coaches
- **Abides** by regulations in the district Coaches' Handbook
- **Assumes** responsibility for all phases of the program involving coordination of facility use in conjunction with building athletic director

- **Follows** building and district procedures for budgeting, fundraising, and purchase of equipment through ASB
- **Follows** district procedures for handling injuries, submitting a list of names of students who sustain incapacitating injuries during the season and maintains injury records in conjunction with athletic trainer, the building and district athletic office
- **Prearranges** transportation for the season and post season events and adheres to all field trip/out of district preauthorization, policies, and regulations
- **Informs** students and parents of the proper procedures of eligibility and special rules for the activity; posts rules and issues them to each participant
- **Establishes** an effective system for issuing equipment and maintaining records including dates and times of issuance and assures the systematic return of all equipment, the cleaning and storing of equipment
- **Performs** weekly safety check for all equipment and facilities; holds students responsible for lost equipment; completes inventory lists and provides copies to the building athletic director
- **Issues** letters and awards in accordance with previously established written regulations on file with the building athletic director
- **Makes** written recommendations to building athletic director, regarding program, facilities, and transportation problems
- **Assists** the building athletic director and district athletic director in achieving the objectives of the school's extracurricular program
- **Maintains** fiscal information and records for the purpose of providing an up-to-date reference and audit trail for compliance to District, state and federal regulations and guidelines.
- **Supervises and evaluates** assigned personnel for the purpose of maximizing their efficiency and meeting work requirements.

Other Job Functions:

- **Attends** all district and building athletic meetings as called by building and/or district athletic director.
- **Updates** knowledge by attending clinics, workshops, and maintaining familiarity with current extracurricular programs; keeps current regarding rule changes as adopted by WIAA and district
- **Assists** other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Minimum Qualifications:

Graduation from high school or equivalent; high school graduation date must be a minimum of two years from start date of the season; must be at least 21 years of age (WIAA regulation); or any combination of experience and training which provides the applicant with the knowledge, skills, and ability required to perform the work and that meets federal and state requirements.

Allowable Substitution: Equivalent combinations of education and experience will be evaluated by the Human Resources department for comparability.

Required Knowledge, Skills, Abilities:

- Knowledge of building, District, and WIAA policies, regulations, procedures and guidelines.
- Knowledge of effective coaching practices/techniques for the activity
- Ability to comply with WIAA coaching standards
- Ability to motivate students
- Ability to exercise fairness in dealing with students
- Ability to always conduct oneself in an ethical and exemplary manner
- Ability to maintain poise and composure during practice and contests

- Ability to relate to students of differing abilities
- Ability to establish and maintain effective work and student relationships with a variety of people in a multi-cultural, diverse socio-economic setting
- Ability to plan, organize, and coordinate activities
- Ability to set-up and maintain accurate records and files

Licenses/Special Requirements:

- Criminal Justice Fingerprint/Background Clearance
- First Aid Certificate, CPR card and AED training are required.
- WIAA requires activity-specific training for some activities (cheer stunting).