

# JOB DESCRIPTION

## Middle School Track Coach

Amity School District 4J

**To apply for this position, email the following documents to Mary Matocha at [mary.matocha@amity.k12.or.us](mailto:mary.matocha@amity.k12.or.us)**

1. Classified Application
2. Coaching Addendum
3. Equal Opportunity Employer form
4. Letter of Interest
5. Two Current Letters of Reference

**All forms can be found on the Amity website at [www.amity.k12.or.us](http://www.amity.k12.or.us) under *Employment & Coaching***

### **QUALIFICATIONS:**

1. Employment as a teacher is preferred.
2. Previous coaching experience, preferably in Track.
3. First Aid and CPR certification (or willingness to obtain).
4. ASEP Certified (American Sports Education Program) or willingness to obtain NFHS Certification (National Federation of State High School Associations).
5. Mini Bus Certification (or willingness to obtain)
6. Such alternatives to the above qualifications as Board may find appropriate and acceptable.

**REPORTS TO:** *Principal/Athletic Director*

**Job Title:** Middle School Track Coach

**Job Overview:** The Middle School Track Coach is responsible for overseeing the Track and Field program at the middle school level. This role involves teaching essential track and field skills, promoting physical fitness, and creating a supportive and inclusive environment for student-athletes.

### **Key Responsibilities:**

#### Athlete Development:

- Instruct and demonstrate fundamental track and field skills, including sprints, hurdles, long jump, high jump, shot put, and relay races.
- Design and implement structured practice sessions to enhance individual and team performance.

#### Team Management:

- Organize and manage track teams, considering individual strengths and areas for improvement.
- Develop training plans and strategies for various track and field events.
- Foster teamwork and encourage a positive team culture.

#### Meet Preparation:

- Analyze meet schedules and plan training accordingly.
- Instruct athletes on Meet rules, procedures, and expectations.
- Provide guidance on race strategies, pacing, and event-specific techniques.

**Safety and Wellness:**

- Prioritize the safety and well-being of student-athletes during practices and competitions.
- Educate athletes on proper warm-up, cool-down, and injury prevention techniques.
- Monitor and address any health concerns or injuries promptly.

**Communication:**

- Maintain open and effective communication with students, parents, school administration, and other relevant stakeholders.
- Provide regular updates on team performance, schedules, and any changes in plans.

**Sportsmanship and Character Development:**

- Instill values of fair play, respect, and teamwork.
- Serve as a positive role model for students, emphasizing the importance of good sportsmanship.

**Equipment and Facilities Management:**

- Ensure that all track and field equipment is properly maintained and in good condition.
- Coordinate with school officials to secure and maintain suitable practice and meet facilities.

**TERMS OF EMPLOYMENT:**

Number of participants negotiable with administration.

Length of employment will be for the length of the school year.

Performance on this job will be evaluated annually in accordance with provisions of the Board policy on evaluation of coaches.

**SALARY:** TBD

**EVALUATION:** Performance to be evaluated in accordance with Board policy.

**REVIEWED AND A COPY RECEIVED BY:**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**COPY:** Personnel File

12/2023