

JOB DESCRIPTIONS

JOB TITLE/ASSIGNMENT

JOB TITLE: Assistant Track Coach
LOCATION: High School
REPORTS TO: Athletic Director and Coach(es)
SUPERVISES: Student athletes and students
EMPLOYMENT STATUS: Regular

JOB SUMMARY

An assistant coach is responsible for supporting and maintaining an exemplary program for the sport or activity to which the assistant coach is assigned. Emphasis is on sportsmanship and proper training techniques while fostering collaborative problem solving and teamwork.

RESPONSIBILITIES/DUTIES

ESSENTIAL JOB FUNCTIONS

1. Responsible for all equipment connected with the sport; including recommendations for repair and replacement, initiating minor repairs, conducting pre- and post-season inventory, and completing proper cleaning and storage.
2. Work with and the assist the head coach in preparation of budget requests, lists of supplies and equipment to be purchased, scheduling game arrangements, and other matters dealing with the assigned sport.
3. Assist the coach to be sure each participant in his/her sport has had a proper physical examination, and insurance and parental permission forms completed prior to any physical activity in that sport.
4. Assure all league, OSAA and school regulations concerning the sport and student participation are consistently enforced.
5. Assure that a coach or assistant coach is in the locker room/dressing area at all times when students are there in connection with the sport.
6. Assist with preparing the fields, courts, or sites for the sport.
7. Meet with all coaches and the Activities Director to evaluate the program at the conclusion of the season.
8. Establish and maintain positive and effective communication with students, parents, fellow employees, and other patrons of the district.
9. Demonstrated ability to run occasionally as required to perform job duties.
10. Demonstrated knowledge and skill in applying conflict management and dispute resolution techniques.
11. Have consistent, daily and punctual attendance.

OTHER REQUIREMENTS

1. Consistently follow all applicable federal and state laws and all district policies, work rules and supervisor directions.
2. Observe ergonomics of sedentary office work including placement of computers and monitors and sitting alignment.
3. Observe proper lifting techniques and other strategies to avoid accidents and personal injury while performing job duties.
4. Perform other duties as assigned.

QUALIFICATIONS

- Valid Oregon Driver's License w/ preference for a Type 10 license and proof of required personal vehicle insurance
- Valid first aid card
- Anti-discrimination affidavit
- Demonstrated skill in effective verbal and written communications.
- Demonstrated skill in organization, arranging priorities and supervising student athletes.
- Demonstrated flexibility in working with a wide variety of people with varied backgrounds and competing objectives.
- Demonstrated knowledge of athletic training and conditioning processes and procedures.

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 this 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 regularly required to talk or hear. The employee is frequently required to run, walk, stand, sit, use hands and fingers for fine manipulation, handle or feel and reach with hands and arms and move around inside and outside of buildings. The employee is frequently required to push, pull, bend, stoop, kneel or crouch. The employee must regularly lift and/or move up to 25 pounds. The employee will frequently climb stairs. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The work environment is a school gymnasium and athletic fields. The noise level in the work environment is usually moderate, and frequently high, depending upon the location, the number of people in proximity and currently scheduled activities. The employee is frequently exposed to wet or humid conditions and outdoor weather conditions, including seasonal heat and cold. The employee may be exposed to bloodborne pathogens.

ACKNOWLEDGMENT

THIS JOB DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENTS OF THE POSITION. IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE JOB MAY REQUIRE OTHER ESSENTIAL AND/OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED. THE DISTRICT RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL FUNCTION AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS JOB DESCRIPTION IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE OR GUARRANTEE ANY SPECIFIC TERMS OR CONDITIONS OF EMPLOYMENT.

I have read this job description and understand its requirements.

SIGNATURE _____

DATE _____

Date Coach Job Description was established or last revised: _____