

Knappa School District Job Posting

March 12, 2025

Title: Assistant Coach - High School Softball

Qualifications: Hold valid first aid card, Anti-discrimination affidavit, Knowledge of athletic conditioning and training and must be fingerprinted in accordance with Senate Bill 1078, Chapter 674, Oregon Law 1993.

Reports To: Athletic Director

Supervises: Students

Job Goal: To oversee the sport to which they are assigned

Responsibilities:

1. The JV Coach of a sport shall have complete charge of that activity.
2. Responsible for all equipment connected with the sport; accountability, recommendations for repair and replacement, minor repairs, inventory, assuring cleaning and storage, etc.
3. Work with and assist the Activities Director in preparation of budget requests, lists of supplies and equipment to be purchased, scheduling game arrangements, and other matters dealing with assigned sport.
4. Responsible for seeing that each participant in his/her sport has had proper physical examination, insurance, and parental permission from completed prior to any physical activity in that sport.
5. Submit a complete list of those taking part in his/her sport at the beginning of the season to the Activities Director. Keep such a list up to date by informing the Athletic Director of any additions to, or withdrawals from the team.
6. Select student managers and assign their duties.
7. Assure all practices start promptly and are terminated at a reasonable time. (Practices starting at dismissal time must be finished by 6:00 p.m. All athletic practices must be conducted at other than regular school hours.)
8. Assure all league, OSAA and school regulations concerning the sport are enforced.
9. Assure that a coach is in the dressing area when students are there in connection with this sport. Student athletes are not to be left unattended at any time.
10. Prepare fields, courts, or sites, for athletic contests in this sport.
11. Submit to the Athletic Director at the end of the sports season, a complete inventory of all school equipment and materials connected with the sport.
12. Submit to the Athletic Director by a specified date, a budget proposal for the sport for the following year.
13. Meet with the coaches and the Activities Director to evaluate the program at the conclusion of the season.
14. Notify parents in writing when and for what reason a participant drops or is dropped from a team.
15. Establish and maintain good communication with students, parents, fellow employees, and other patron of the district.
16. Maintain a neat appearance.
17. Maintain confidentiality in all phases of work.

Qualified applicants may request an application by contacting **Jennifer Morgan** at Knappa High School at 458-5993, ext. 303, Monday through Friday, 8:30 a.m. to 4:00 p.m.

Applications are being accepted until position is filled

*It is the **policy** of Knappa School District to ensure equal employment opportunity without **discrimination** or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law.*