



## **Prairie School District Athletics Coach**

### **Job Description**

#### **SUMMARY:**

In collaboration with the Athletic Director and other coaches, a head coach will guide and teach athletes in fundamental as well as advanced skills needed for the sport. Their duties include designing and implementing practice, game, season and off-season plans, conditioning athletes, instruction and implementing safety procedures, and relating the life skills involved with being an athlete on a team

\*This is a seasonal, exempt position without benefits.\*

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plan and lead practices
- Create and teach strategies to lead the team(s) to successful outcomes in competitions.
- Provide feedback and coaching during practices and competitions.
- Maintain player and team records and submit information to Max Preps on a timely basis.
- Mentor players to develop good sportsmanship, respect for self, others, and the game and other life skills as applicable.
- Cares for athletes and injured athletes.
- Daily set up and take down of equipment and facilities (including Game Day set up, i.e. benches, officials' table, etc.), as well as maintain equipment and facilities to ensure safe playing conditions and longevity of equipment.
- Meet CHSAA training requirements; coaching, first aid/CPR, concussion, rules, mandatory reporting and/ or other requirements.
- Attend outside coaching clinics to stay informed about current trends, increase knowledge, strategies injury care and injury prevention.
- Positively promote the athletic programs in the schools and community.
- Supervise assistant coach(es) and serve as mentor for junior high program coach(es).
- Adhere to and enforce District athletic policies and budget procedures.
- Supervise locker rooms and playing areas during and following periods of team participation.
- Supervise athletes and managers before and after practices and during travel (away games).
- Plan and prepare end of season awards (to be held at after-season banquet).
- Maintain a professional relationship with other coaches, athletes, and school staff.
- Perform other duties as assigned.

#### **EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent
- One of the following criteria preferred:
  - A minimum of 5 years experience in playing and/ or coaching applicable sport.

#### **TECHNICAL SKILLS, KNOWLEDGE, AND ABILITIES:**

- Small Vehicle Operator Certification to drive and transport athletes in school vehicles (provided after hire).
- Very strong organizational, planning and time-management skills.
- Progressively responsible management and leadership experience; Ability to work independently or as part of a team
- English language skills and customer service skills
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Requires a valid Colorado driver's license, and must be able to pass a background check.



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### PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

<b>Physical Activities:</b>	Typical Amount of Time			
	None	<30%	30% - 60%	> 60%
Stand, walk, sit				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl			X	
Talk				X
Hear				X
Taste	X			
Smell		X		
<b>Weight and Force Demands:</b>	Typical Amount of Time			
	None	<30%	30% - 60%	> 60%
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			
<b>Mental Functions:</b>	Typical Amount of Time			
	None	<30%	30% - 60%	> 60%
Compare and Analyze				X
Communicate & utilize Interpersonal Skills				X
Coordinate, Instruct, & Evaluate				X

### COMPENSATION and SUPERVISION:

FLSA Status: Exempt (seasonal)

Based on experience and technical background, compensation ranges from \$2,250-\$6,550/ season depending on level and experience.

Reports to Athletic Director.



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**POSITION(S) OPEN UNTIL FILLED.**

Applications may be accessed at Prairie School District's website: <https://www.prairieschool.org/page/job-openings>

For any questions, please contact [LHickey@PrairieSchool.org](mailto:LHickey@PrairieSchool.org) or (970)437-5351 x 1020.

Send completed applications & resumes to [LHickey@PrairieSchool.org](mailto:LHickey@PrairieSchool.org) or

Prairie School District RE-11J

Attn: Lana Hickey/ FINANCE

42315 County Road 133

New Raymer, CO 80742

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

**Prairie School District RE-11J is an equal opportunity educational institution and does not unlawfully discriminate on the basis of race, color, ethnicity, sex, gender identity/expression, national origin, creed, religion, age, sexual orientation, disability or veteran status in admission or access to, and treatment and employment in its educational programs or activities.**