

Cochrane – Fountain City School District

Job Description

Job Title: Athletic Department Assistant/Junior High Coach **Supervisor:** Principal & Activities Director

Job Summary

Position is responsible for assisting the head coach in coaching student athletes in game strategies and techniques to prepare them for athletic competition. Position motivates student athletes to develop an appreciation of the sport. Position centers on creating positive relationships with student athletes as outlined in the University of Missouri Positive Coaching Online Digital Workshop.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.

Essential Duties and Responsibilities

NOTE: Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

1. Learns and adheres to the coaching philosophy and program of the high school head coach, and the overall philosophy of the District Athletic program.
2. Complete Positive Coaching Training through District Specified Module.
3. Assists in explaining and distributing literature to all athletes concerning the Athletic Commitment and the protecting of student eligibility.
4. Teaches athletes the fundamental skills, theory, and strategy of the sport.
5. Teaches the athletes the value of good conduct, sportsmanship, and good citizenship.
6. Provides supervision of athletes at all times and applies discipline in a firm productive manner.
7. Teaches and emphasizes safe procedures to the athletes.
8. Assists the high school head coach with out-of-season training as needed.
9. Attends the athletic awards program.
10. Observes players, during competition and practice to determine the needs for individual or team improvement.
11. Maintains a working relationship with the head coach and does not engage in outside conversations regarding the head coach.

Equipment and Facilities

1. Assists in the responsibility for care of equipment and facilities being used.
2. Assists in the issuance, return, and maintenance of equipment.
3. Assists in ensuring that all equipment is cleaned, repaired, and stored properly at the ends of the season.
4. Makes recommendations to the high school head coach concerning needed equipment or repairs to facilities.

ADMINISTRATIVE DUTIES

1. Enforces all building and district regulations and policies.
2. Has knowledge and keeps current on rules and regulations regarding your sport and in accordance with WIAA and Dairyland Conference.
3. Keeps abreast of new knowledge and innovative ideas and techniques by attending clinics, workshops, or other methods.
4. Assists high school head coach in registering and maintaining records on all athletes.
5. Assures possession of a copy of each student's current physical before allowing the student to participate.
6. Assists in providing information on game times, bus schedules, and practice times to parents and athletes.
7. Conducts self as a personal example of positive demeanor for the athletes and represents the school in a favorable manner.
8. Works cooperatively with the high school head coach on all endeavors related to assigned sport.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Some experience coaching at the high school or another level preferred. Must possess effective coaching and teaching techniques and skills. Must possess a thorough knowledge of the rules, regulations, strategies, and techniques of the sport. Must possess the ability to establish and maintain effective working and positive relationships with school administrators, parents, and students. Certified to teach or coach in Wisconsin, or has completed Coaches Not Licensed to Teach Training.

Working Conditions & Physical Requirements

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 accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to stand for extended periods of time; exhibit manual dexterity to dial a telephone, see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school environment or outdoors. Duties may be performed away from school. The noise level in the work environment is usually moderate to loud.

Supervision Exercised: Supervisory duties as assigned by head coach

Supervision Received: Head Coach, Principal, Activities Director

This job description in no way states or implies that these are the only duties to be performed by this employee. The coach will be required to follow any other instructions and to perform any other related duties as assigned by the principal or athletic director or appropriate administrator. Cochrane – Fountain City School District reserves the right to update, revise or change this job description and related duties at any time.

Description Applies to the Following Assistant Coaching Assignments:

High School Sports - Golf, Cross Country, Football, Volleyball, Wrestling, Dance, Basketball, Track and Field, Baseball, Softball

Junior High Sports – Golf, Cross Country, Dance, Football, Volleyball, Basketball, Wrestling, Track and Field

Approvals:

Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date