



TITLE: ACTV Assistant Athletic Coach HS (Stipend)

POSITION INVENTORY: N/A

DEPARTMENT: Activities Department

FLSA STATUS: Exempt

REPORTS TO: Head Coach, Director of Activities and School Equity

FT/PT: N/A

RECEIVES GUIDANCE FROM: Principal, Director of District Activities and Community Education

BASIC FUNCTION:

To instruct participants in the fundamental skills, strategy and physical training necessary to realize a high degree of individual and team success. At the same time, the student athlete shall receive instruction that will lead to the formulization and internalization of moral values, pride of accomplishment, acceptable social behavior, self-discipline, self-confidence and sportsmanship. Assist the Head Coach in the alignment and implementation of systems and skill development regarding the athletic program.

ESSENTIAL FUNCTIONS:

1. Assistant the Head Coach in the operation of the athletic program.
2. Coaches and instructs players, individually or in groups, regarding the rules, regulations, equipment, and techniques of the sport as determined by the head coach.
3. Follows state, regional, and district regulations governing the athletic program.
4. Provides proper supervision of athletes at all times.
5. Participates in organizational meetings for team prospects and encourages potential athletes to join the sport.
6. Maintains eligibility forms, emergency data cards, equipment inventory, and other related duties as determined by the Head Coach.
7. Monitors the academic performance of team members to ensure that eligibility requirements are met as determined by the Head Coach.
8. Models sports-like behavior and maintains appropriate conduct towards players, officials, and spectators.
9. Participates in special activities to include parent's night, banquets, award nights, and pep assemblies.
10. Follows and maintains knowledge of all District policies and procedures.
11. Models nondiscriminatory practices in all activities.
12. Attends staff development meetings, clinics, and other professional activities to improve coaching performance.

ADDITIONAL ESSENTIAL FUNCTIONS (for every DMPS position):

1. Attend work on a prompt and regular basis.
2. Maintain confidentiality.
3. Maintain satisfactory and harmonious working relationships with the public, students, and other employees.
4. Assist with other duties as may be assigned.

HIRING SPECIFICATIONS:

Required:

1. Valid IA Coaching Endorsement or Coaching Authorization
2. Strong communication, public relations and interpersonal skills
3. Coaching and/or leadership experience
4. Competency working in a culturally diverse environment or the willingness to acquire these skills

Desired:

1. Knowledge of overall operations of an athletic program
2. First Aid and CPR
3. Knowledge of Conference rules and regulations

PHYSICAL DEMAND:			FREQUENCY:
1. Standing			Constant 67%+
2. Walking			Constant 67%+
3. Sitting			Occasional 1% - 32%
3. Bending/Stooping			Frequent 33% - 66%
4. Reaching/Pushing/Pulling			Constant 67%+
5. Climbing/Stairs			Frequent 33% - 66%
6. Driving			Occasional 1% - 32%
7. Lifting	70	lbs	Constant 67%+
8. Carrying	35	feet	Constant 67%+
9. Manual Dexterity Tasks			
a. Telephone			Occasional 1% - 32%
b. Computer			Occasional 1% - 32%
c. Other			Occasional 1% - 32%
10. Working Conditions			
a. Inside			Constant 67%+
b. Outside			Constant 67%+
c. Extremes of Temperature/Humidity			Frequent 33% - 66%

All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.



Date: 09/20/2018

*Human Resources Generalist or Manager

*This job description is not approved without the signature of a Human Resources Representative.