

# Oxford SCHOOL DISTRICT



<b>Job Description:</b>	Assistant Coach 7 <sup>th</sup> Grade Football	<b>FLSA Status:</b>	Exempt: Certified Teacher Non Exempt: Paraprofessional
<b>Department:</b>	Athletic	<b>Code:</b>	
<b>Location:</b>	Middle School Campus	<b>Reports to:</b>	Athletic Director/Head Coach
<b>Position Type:</b>	Part-time	<b>Version:</b>	

**Description of Position:** Serve as an appropriate role model for student athletes through his/her instructions and actions. To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the coach must instruct and demonstrate behaviors that lead to socially acceptable character development, self discipline, self confidence and pride of accomplishment in the student athletes. To upgrade his/her knowledge and skills through coaching clinics, observations, consultation, etc.

### Essential Duties and Responsibilities

Such duties and responsibilities as may be assigned, including but not limited to:

- Follows and maintains knowledge of all District policy (ies) and procedures.
- Assists instruction and demonstrates skill sets and techniques necessary for individual and team achievement in the selected sport.
- Assists in planning and setting up activities, practices and games.
- Respects time allotted to practices determined by the Head Coach.
- Travels with student athletes on the team bus both to and from games.
- Adheres to all financial policies of the District in regard to the collection and disbursement of money, expenses, and receipts.
- Maintains necessary records and completes required paperwork in a specified time and manner.
- Enforces discipline policies and emphasizes sportsmanship and healthy lifestyles.
- Supervises students in the locker rooms at home and away games and ensures appropriate behavior.
- Checks and secures all office, storage room, outside doors, locker rooms and all lights after last player leaves after games and practices.
- Ensures the appropriate rules and regulations regarding the conduct and eligibility of athletic activities and athletes are explained and followed.
- Maintains a safe environment and facilities for student athletes at all times.
- Ensures that medical and safety requirements are followed.
- Completes and maintains appropriate certification and training hours as required, including all MHSAA requirements.
- Attends work regularly and is punctual.

### Qualifications and Education Requirements

- High School Education or equivalent. Prefer certified teacher.
- Interpersonal Skills: works well with others from diverse backgrounds. Focuses on solving conflict;

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maintaining confidentiality; listening to others without interrupting; keeping emotions under control.

- Reasoning Ability: Ability to define problems, collect data, establish facts and draw valid conclusions.
- Computer Skills: General knowledge of computer usage and ability to use e-mail, Internet software and word processing software.
- Certificates, Licenses, Registrations; Certificates as determined by the District and MHSAA. Ability to obtain a valid CPR/First Aid Card, MS Drivers Licenses and coaching certificate through the National Federation of High Schools.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	

**Employee Statement of Understanding**

I have read and understand the job description for my position. I am able to perform all the essential functions of this position. I agree to comply with the Oxford School District policies and all laws, rules, regulations, and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the laws or the standards to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the Oxford School District. All employees are to adhere to the values and ethical standards of the Mississippi Educator Code of Ethics.

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(Signature)

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(Date)

Oxford School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, sex, age disability or veteran status in its programs and activities.