



Anamosa Community School District

Job Title: Coach

Reports to: Activities Director

Supervises: assistant and volunteer coaches (head coach only)

Status:	☐ Full Time	☒ Part Time
	☐ Hourly	☒ Salary
	☐ Exempt	☒ Non-Exempt

DATE REVISED: May 2021

EXECUTIVE SUMMARY:

To help each participating student/athlete develop skills commensurate with his/her age and physical maturity, develop positive attitudes leading to sportsmanlike conduct, and develop a higher level of self-esteem and responsible behavior.

ESSENTIAL FUNCTIONS:

- Cooperates with other programs, coaches, and Activities Director in a holistic approach toward athlete participation and growth;
- Treats all athletes with respect and is involved in advocating and mentoring participants on a year round basis;
- Is knowledgeable and supportive of all related IHSA, IGHSAU, National Organizations, local Board policies, Conference policies, and High School rules;
- Attends appropriate rules meetings and coaching clinics annually;
- Coaches individual athletes in the skills necessary for competition as well as the rules of the sport;
- Promotes the designated program in such a manner as to help assure participation and continuation of the team;
- Communicates with all coaches and appropriate personnel to promote the designated sport in grades 7-12;
- Initiates each season with a parent meeting and/or information packet explaining team expectations, rules, and lettering procedures, and has a copy of practice and game schedule included;
- Plans and schedules a regular program of practice;
- Oversees the safety condition of equipment and of the area or facility in which the sport is conducted;
- Stays current on appropriate first aid procedures and is certified in CPR;
- Promptly reports any injury to the Health Services Coordinator and the Activities Director and completes the forms provided for such reports;

- Keeps the Activities Director informed about the sport program, and any problems that may arise;
- Maintains an accurate archive on team and athlete record including the display of trophies, honors, awards, and records;
- Acts as the athletes main advocate in looking at the possibilities of playing in college;
- Closes each season with a parent gathering and/or team meeting where positive occurrences during the season are emphasized and a picture of the future is expressed;
- Is responsible for the proper care and storing of equipment;
- Maintains an inventory of equipment, supplies, and uniforms, and recommends to the Activities Director the purchase of supplies, uniforms, and equipment as needed;
- Works in a cooperative manner with the Activities Director and fellow coaches in the promotion of a well-rounded athletic and activities program while showing respect and cooperation for fellow coaches and their efforts to develop their programs;
- Follows district procedures for purchases of any kind and uses appropriate forms as required in a timely manner;
- Helps promote and participate in a year-round fitness and weight training program which is based upon current research, is safe, and benefits the student athlete for multiple sports;
- Works closely with the activities director in scheduling interscholastic contests;
- Maintains necessary attendance forms, insurance records, good conduct forms, and similar paperwork;
- With the school, helps establish performance criteria for eligibility in interscholastic competition and helps promote and enforce these policies (academic, alcohol, drug, criminal, etc.);
- Enforces discipline and sportsmanlike behavior at all times and establishes and oversees penalties for breach of such standards by individual students. Displays and encourages sportsmanship at all levels;
- Performs such other tasks and assumes such other responsibilities as may from time to time be assigned.

KNOWLEDGE SKILLS AND ABILITIES REQUIRED

Education and Licensure:

- Must hold current coaching certification or authorization;
- CPR and First Aid certifications;
- Head up Concussion training yearly;
- Maintain all other required training.

Knowledge and Skills:

- Demonstrates interest in, and an aptitude for, performing the assigned responsibilities.

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

Physical Activity	Amount of Time		
	Occasionally (1%-32%)	Frequently (33%-65%)	Constantly (66%-100%)
Climbing	X		
Balancing	X		

Stooping		X	
Kneeling		X	
Crouching		X	
Crawling	X		
Reaching		X	
Standing			X
Walking		X	
Pushing		X	
Pulling		X	
Lifting up to 25 lbs			X
Lifting up to 50 lbs		X	
Lifting up to 100 lbs	X		
Fingering - picking, pinching, typing or otherwise working primarily with fingers rather than with whole hand or arm	X		
Grasping		X	
Feeling - perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin		X	
Talking			X
Hearing			X
Repetitive motions		X	
Visual - close visual acuity to perform visual inspection involving small defects, small parts, operations of machines, and reading measurement devices		X	

Working Conditions	Amount of Time		
	Occasionally (1%-32%)	Frequently (33%-65%)	Constantly (66%-100%)
Indoor environment (depending on sport)			X
Outdoor environment (depending on sport)			X
Extreme temperatures	X		
Noise			X
Vibration	X		
Subject to hazards, such as:			
- proximity to moving mechanical parts	X		
- Proximity to moving vehicles	X		
- Exposure to chemicals	X		
Exposure to atmospheric conditions, such as:			
- Fumes	X		
- Odors	X		

- Dust	X		
Required to wear respirator	X		
Exposure to infectious disease	X		

TERMS OF EMPLOYMENT:

Annual salary as specified in the negotiated contract.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of established board policy and the negotiated contract.

EQUAL EMPLOYMENT OPPORTUNITY:

It is the policy of the Anamosa Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, and gender identity in its employment practices.

The statements contained herein describe the scope of responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts the management's right to assign or reassign duties and responsibilities to this job at any time unless restricted by law or a negotiated contract.

Signature of Supervisor: _____ Date: _____

Signature of Employee: _____ Date: _____