

**Balsz School District**  
4825 E Roosevelt St.  
Phoenix AZ 85002  
602-629-6400



**TITLE: Coaching (stipend job description)**

**EMPLOYMENT:** School Year                      **SALARY:** Extra Duty Salary Schedule                      **FLSA STATUS:** Exempt

**QUALIFICATIONS:**

- Possesses an Arizona DPS issued fingerprint clearance card.
- Possesses and maintains a moral character that is congruent with the expectations of the Balsz School District.
- Possesses a good knowledge of the sport assigned including, but not limited to, knowledge of training and conditioning techniques, the ability to diagnose player deficiencies and prescribe corrective activities.
- Must maintain a current/valid CPR/First Aide certification.

**ESSENTIAL FUNCTIONS:**

- Issue and collect permission to participate forms.
- Supervise students at all times from the time practice or activity starts until students leave for home. At no time should students be without direct supervision of a coach.
- Submit team rosters to AP or TOA one week before first scheduled game.
- Coordinate the distribution, collection, storage of athletic equipment, uniforms and supplies (during the season and at its conclusion).
- Attends all coaches meetings.
- Show respect for officials, coaches, teams, parents, fans, students, athletes and teachers.
- Be a leader among young student athletes as an athletic coach and as a classroom teacher.
- Provide leadership that promotes positive attitudes and good sportsmanship.
- Responsible for award presentations made during annual awards assembly.
- Notify all team members of policies, procedures and expectations.
- Responsible for the conduct of students athletes at all times (i.e., practices, games, transportations, etc.)
- Develop teamwork , morale, sportsmanship, courtesy, fair play, academic excellence and strict adherence to rules of training and conduct.
- Promote the attitude among athletes that winning is important but, is secondary to good sportsmanship and the overall welfare of the athlete.
- Practices are to be held, at a minimum, 4 times per week.
- Weekly communication with AP/TOA on student eligibilities.
- Ability to communicate well with parents, students and staff.
- Ability to address situations dealing with blood, bodily fluids and injury.
- Perform other duties as assigned.

**REPORTS TO:** Principal and or Assistant Principal/TOA

**SUPERVISES:** No supervisory responsibilities.

**PHYSICAL DEMANDS:** 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. While performing the duties of this job, the employee is continuously required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 40 pounds and occasionally lift/or move up to 55 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception and the ability to adjust focus.

**HOW TO APPLY:** District employees interested in applying for this position, submit a PAR with any backup documentation indicating your qualifications for consideration.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and isn't an exhaustive list of duties performed for this position. Balsz is an Equal Opportunity Employer.

Governing Board Approved 10/16/2007

Created 10/2007