



BAYFIELD SCHOOL DISTRICT JOB DESCRIPTION

Job Title: BHS Assistant Dance Coach
Work Year: Fall Sports – August - December
Department: Athletics
Reports to: Head Dance Coach & BHS Athletic Director
Salary: \$5,580/ season

OVERVIEW

The BHS Assistant Dance Coach is responsible for assisting the head dance coach in developing and leading a high-quality dance program that promotes skill development, discipline, teamwork, and confidence. This role includes teaching competitive dance choreography and routines, preparing the team for performances and competitions, and ensuring the safety and well-being of all participants. The coach must be knowledgeable in high school dance, organized, professional, and committed to working effectively with teenagers. Responsibilities include planning and conducting practices after school, supervising the team at all events, and fostering a positive and supportive team culture.

Bayfield School District is located in the mountains of Southwest Colorado and is a short drive to Purgatory Resort, Wolf Creek Ski Area, and historic Durango. La Plata County is a world-class environment for outdoor enthusiasts with miles of trails for hiking and biking, wild rivers for rafting, breathtaking lakes for fishing and boating, and winter ski opportunities to complete 12-months of recreation. Moreover, the Bayfield School District has strong partnerships with Fort Lewis College and a Pueblo Community College campus on district property where students and community members share our zest for life-long learning.

Bayfield District is dedicated to attracting and to retaining high-quality educators and leaders. You will be warmly welcomed into our Bayfield Family, provided opportunities to learn and grow, and challenged to be your very best as you share our vision: *Each Student, Each Day: Wolverine Way.*

QUALIFICATION

- Certifications: CHSAA Coaching Registration and certification; CPR/First Aid/AED certification; Concussion in Sports NFHS Certification; all other required courses/certifications per BSD/CHSAA.
- Maintain a valid Colorado driver's license.
- Submit fingerprints for a criminal background check.
- Completed and submitted BSD on-line application.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Program – assists the head coach:
 - Maintain an active and effective dance program that promotes good sportsmanship and student development through participation in practices, activities, and competitions.
 - Develop practice schedule and organize practice time to provide both individual and team development.
 - Assess strengths.
 - Supervise athletes during practices, activities, and competitions to determine needs for individual and team improvement.
 - Participate in special activities to include games, pep assemblies, banquets, and award nights.
 - Assist in the process of cleaning, repairing, inventorying, storing, and replacing all equipment.
- Student Management – assists the head coach:
 - Implement, communicate, manage, and enforce the BHS Athletic Agreement for every student-athlete.
 - Follow established procedures in the event of injury.
 - Develop and maintain open lines of communication by conducting parent meetings and holding conferences.
- Policy, Reports, and Law – assists the head coach:
 - Implement policies established by federal and state law, CHSAA rules, CDE regulations, local board policy, and league guidelines.
 - Model and utilize nondiscriminatory practices in all activities.
- Budget – assists the head coach:
 - Administer budgets and ensure that program is cost effective and that funds are managed prudently.
 - Follow BHS purchase order and P card procedures.
 - Supervise all fundraising to supplement funds for travel, camps, uniforms, and supplies.
- Community Relations – assists the head coach:
 - Act as team representative and promote BHS Dance by communicating with news media, community groups, and other organizations.
 - Use effective techniques to encourage community and parent involvement.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

EDUCATION AND TRAINING

- Minimum of a high school diploma.

- Experience in coaching basketball at the high school or middle school level.

SKILLS, KNOWLEDGE, AND EQUIPMENT

- Extensive training and experience in dance techniques, strategies, and safety.
- Model professional behavior and conduct.
- Ability to establish and maintain effective working relationships with school administrators, staff, coaches, students, and parents.
- Knowledge of state, league, and local policies governing athletics.
- Capacity to implement policy and procedures, manage budgets, and coordinate activity functions.
- Possess excellent interpersonal, organizational, communication, managerial, and planning skills.

SALARY

Per the Bayfield School District [extra-curricular stipend schedule](#) based on education and years of experience.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

The physical demands, work environment factors and mental functions described below 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 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. Must be able to work outdoors during outdoor student activities.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl.

While performing the duties of this job, the employee is regularly required to sit and talk and frequently required to walk and must be able to stand up frequently. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must be able to hear the difference between bells, buzzers, beeps, horns, etc. The employee frequently communicates through speech.

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.

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.

The employee must be comfortable functioning in both indoor and outdoor work environments; the employee must be able to drive a vehicle and district equipment.

The noise level in the work environment is usually moderate but can be loud.

The information contained in this job description is for compliance with the Americans with Disabilities Act. The job description and statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.

The Board is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. The schools in the district are subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry or need for special education services. Accordingly, no otherwise qualified student, employee, applicant for employment or member of the public may be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any district program or activity on the basis of disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry, or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law.

August 2025