

**Job Description**  
**Bettendorf Community School District**

**Job Title:**       **ATHLETIC COACH**

**Reports to:**     Activity Director

**Supervises:**    N/A

**FLSA Status:**    ☒ Exempt (Coaches who also hold BCSD teaching contract)  
                      ☐ Non-Exempt (Outside coaches who do not hold BCSD teaching contract)

**Terms of  
Employment:**    Per Negotiated Contract

**Salary:**         Per Negotiated Contract

**Qualifications:**  
    A. Athletic Coach Certification  
    B. Such alternative to the above qualifications as the Board may find appropriate and acceptable.

**Date Revised:**   2024

**Job Tasks:**

1. Provide training direction, encouragement, motivation, and nutritional advice to prepare athletes for games, competitive events, or tours.
2. Plan, organize, and conduct practice sessions.
3. Explain and enforce safety rules and regulations.
4. Plan and direct physical conditioning programs that will enable athletes to achieve maximum performance.
5. Instruct individuals or groups in sports rules, game strategies, and performance principles, such as specific ways of moving the body, hands, or feet, to achieve desired results.
6. Evaluate athletes' skills and review performance records to determine their fitness and potential in a particular area of athletics.
7. Monitor athletes' use of equipment to ensure safe and proper use.
8. Adjust coaching techniques, based on the strengths and weaknesses of athletes.
9. Keep abreast of changing rules, techniques, technologies, and philosophies relevant to their sport as determined by local and state governing bodies.
10. Provide statistics and commentary as requested by local, state and/or national media
11. Maintain open and honest communication with parents
12. Work in collaboration with community and parent boosters to promote and raise money for athletic programs
13. Be an example to student-athletes of good conduct and sportsmanship
14. Exhibit an "Academics First" philosophy by maintaining positive relations with all faculty and staff and instilling in students a desire to excel in academics

**Knowledge:**

1. Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
2. Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
3. English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
4. Psychology -- Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
5. Administration and Management -- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and

coordination of people and resources.

6. Sales and Marketing — Knowledge of principles and methods for showing, promoting and selling products or services. This includes marketing strategy and tactics, product demonstrations, sales techniques and sales control systems
7. Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology
8. Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

#### **Skills:**

1. Instruction — Teaching others how to master a skill or task
2. Speaking — Talking to others to convey information effectively.
3. Management of Personnel Resources — Motivating, developing, and directing people as they work, identifying the best people for the job.
4. Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
5. Judgment and Decision-Making — Considering the relative costs and benefits of potential actions to choose the most appropriate ones
6. Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things
7. Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
8. Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions
9. Coordination — Adjusting actions in relation to others' actions
10. Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems

#### **Abilities:**

1. Oral Expression — The ability to communicate information and ideas in speaking so others will understand
2. Speech Clarity — The ability to speak clearly so others can understand you.
3. Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense
4. Oral Comprehension — The ability to listen and understand information and ideas presented through spoken words and sentences
5. Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem
6. Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
7. Speech Recognition — The ability to identify and understand the speech of another person
8. Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g. patterns of numbers, letters, words, pictures, mathematical operations).
9. Originality — The ability to come up with unusual or clever ideas about a given topic or situation or to develop creative ways to solve a problem
10. Written Expression — The ability to communicate information and ideas in writing so others will understand

#### **Work Activities**

1. Performing General Physical Activities — Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
2. Coaching and Developing Others — Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.
3. Training and Teaching Others — Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.
4. Making Decisions and Solving Problems — Analyzing information and evaluating results to choose the best solution and solve problems.

5. Identifying Objects, Actions, and Events — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
6. Thinking Creatively — Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.
7. Establishing and Maintaining Interpersonal Relationships — Developing constructive and cooperative working relationships with others, and maintaining them over time.
8. Performing for or Working Directly with the Public — Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.
9. Coordinating the Work and Activities of Others — Getting members of a group to work together to accomplish tasks.
10. Resolving Conflicts and Negotiating with Others — Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.

**Work Styles:**

1. Cooperation – job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude
2. Self-control – job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations
3. Attention to detail – job requires being careful about detail and thorough in completing work tasks
4. Concern for others – job requires being sensitive to others’ needs and feelings and being understanding and helpful on the job
5. Dependability – job requires being reliable, responsible and dependable and fulfilling obligations
6. Stress tolerance – job requires accepting criticism and dealing calmly and effectively with high stress situations
7. Adaptability/flexibility – job requires being open to change (positive or negative) and to considerable variety in the workplace
8. Integrity – job requires being honest and ethical
9. Leadership – job requires a willingness to lead, take charge and offer opinions and direction
10. Achievement/effort – job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks
11. Initiative – job requires a willingness to take on responsibilities and challenges
12. Teamwork – job requires working with others in professional manner to achieve a common goal
13. Persistence – job requires persistence in the face of adversity
14. Passion – job requires drive and enthusiasm through words and action

**Work Values:**

1. Relationships – employee will value providing service to others and working with co-workers in a friendly non-competitive environment.
2. Achievement – employee will value being results-oriented and using their strongest abilities to gain a sense of accomplishment
3. Awareness and Appreciation – employee will value diversity and promote mutual respect

**Evaluation:**

Performance of this job will be evaluated using the following standards:

**Disclaimer**

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

A signed copy of this job description should be placed in the employee’s personnel file.

**Signature of Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_