

## Job Description

Position Title: Athletic Sponsor  
Department: Athletic Departments/Student and Family Services  
Reports To: Activities Director  
Compensation: Commensurate with Experience

### SUMMARY

Responsible for instructing and working with athletes to prepare them for competition, help athletes to play or perform their best individually or as a team in respective sport, and are experts on the rules, strategies, and techniques of their respective sport. The athletic sponsor is also responsible for understanding sports equipment, physical fitness and safety of all student-athletes.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties must be performed on site. Other duties or tasks may be assigned

- Reports to work as scheduled on a regular and reliable basis.
- Holds and organizes tryouts for students to attend.
- Makes decision on who makes tryouts cutes by observing students' skills.
- Responsible for providing an athletic program that is functionally responsive to the sport being taught and to the needs of the participating students.
- Assigns and supervises the students participating in the sport.
- Assumes the management responsibilities for organizing and conducting a sequential athletic program.
- Ascertains that student athletes are in physical condition to participate in the sport program.
- Provides instruction and training in the rules and regulations of the sport being taught.
- Teaches the students the necessary techniques and skills for meeting with success in the sport.
- Familiarizes self with laws, rules, and regulations governing sports so that the sport program is in compliance with school and district policy and Title IX.
- Provides leadership in creating healthful human relationships that will provide a suitable climate for learning and participation.
- May be required to order, purchase, and keep all equipment up to the standards needed.
- Responsible for adequate safety conditions to ensure participating students against injury.
- Attends job-related meetings and activities specified by the principal or the district administration.
- Performs non-instructional duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Board of Education.
- Conducts goal setting with student-athletes, including constructive feedback throughout the year.
- Assists the activities director in developing and implementing a plan for student/athlete accountability.
- Collects data to track and measure progress of student-athletes.
- Creates and provides a team handbook to all players and staff.
- Completes paperwork accurately and in a timely fashion.

### SUPERVISORY RESPONSIBILITIES

- This position does not supervise other employees.

### QUALIFICATION REQUIREMENTS

To perform this job successfully an individual must be able to perform each essential duty 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.

### EDUCATION and/or EXPERIENCE

- Required: High school diploma or equivalent

### CERTIFICATES, LICENSES, REGISTRATIONS

- Preferred: Valid Iowa coaching endorsement or authorization through the Iowa Board of Educational Examiners

## Job Description

### LANGUAGE SKILLS

Ability to communicate both verbally and in writing with teachers, administrators, players, parents, and other District employees, as needed.

### REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### OTHER SKILLS and ABILITIES

Ability to build trusting relationships. Ability to read, comprehend, and interpret professional and other written material. Ability to compute, think logically, and solve problems. Ability to effectively use strategies that include consideration of each player's learning styles, needs, and background. Ability to maintain a positive, collaborative relationship with colleagues and administration. Ability to maintain a positive environment while achieving order and discipline. Demonstrated professionalism and commitment to excellence. Ability to write and speak in a logical and understandable style, using appropriate grammar and sentence structure, and a demonstrated command of standard English, enunciation, clarity of oral directions, and pace and precision in speaking.

### 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 regularly required to verbally communicate and acknowledge communications from others. The employee frequently is required to walk; sit; reach with hands and arms 0 - 24 inches and occasionally up to 36 inches; climb or balance and stoop, kneel, crouch or crawl. The employee must be able to demonstrate and teach correct lifting procedures with weights. Specific vision abilities required by this job include close vision, distance vision, depth perception, peripheral vision and color vision.

### 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. While performing the duties of this job, the employee frequently works in inside conditions but it may require work to be done in outside conditions depending on the sport. The noise level in this environment is moderate to loud, but may on occasion become extremely loud.

*Information contained in this job description is in compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*