



## CLINTON COMMUNITY SCHOOLS JOB DESCRIPTION

**Job Title:** Middle School Track Coach

**Qualifications:** Coaching endorsement or authorization, Teaching certificate preferred

**Reports To:** Activities Director or Building Principal

**Work Schedule:** 32-37 Practice Days, 1 Weekends Worked, 7 Events

### Position Summary

To help each participating student achieve a high level of skill, an appreciation for the values of discipline and sportsmanship, and an increased level of self-esteem.

### Essential Duties & Functions (but not limited to)

- Teach individual participants in the skills necessary for excellent achievement in the sport involved.
- Plans and schedules a regular program of practice in season.
- Recommends purchase of equipment, supplies, and uniforms based on inventory noted in the end of the year summary.
- Maintains necessary attendance records, practice plans, and required paperwork including; Code of Conduct Agreements, Concussion Form and Physical Form.
- Oversees the safety conditions of the facility or area in which assigned sport is conducted at all times that students are present.
- Adheres to Code of Conduct and academic criteria for eligibility in interscholastic competition in his/her sport.
- Promotes discipline and sportsmanlike behavior at all times, and works to improve athletic conduct.
- Maintains a positive working relationship with other coaches, the athletic director, and the school/administration, we well as parents and community members.
- Encourages participation in other interscholastic sports.
- Collaborates with the varsity head coach in matters including practice organization, the implementation of drills, and recommended schemes for offense and defense so that there is continuity throughout the program from the middle school to varsity levels.

### Additional Responsibilities

- Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
- Participate in appropriate professional activities.
- Participate in extracurricular activities such as social activities, sporting activities, clubs and student organizations as directed.
- Supervise students before and after school.
- Perform all other related work delegated or required to accomplish the objectives of the total school program.
- Meet professional teacher education requirements of school, district and state.
- Must have the ability and proven ability to report to work on a regular and punctual basis.
- Perform such other duties as are assigned by authorized representatives of the Board of Education.

## Minimum Qualifications

**Education:** High School graduate or GED, Teaching certificate preferred

**Knowledge/Skills/Abilities/Experience:** Coaching endorsement or authorization

**Working Conditions:**

- Outdoor and indoor work
- Exposure to sun, heat, cold, and inclement weather
- Frequent district and occasional statewide travel
- Prolonged and irregular hours

**Mental Demands/Physical Demands/Environmental Factors:** Regularly required to sit, stand, walk, talk, hear, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds.

## Other Information

- Demonstrates concern for and sensitivity to the needs of all regardless of their age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- Works courteously and cooperatively with other staff members regardless of their age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- Effectively implements the goals and objectives of the district's multi-cultural, non-sexist educational plan in his/her area.

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

The statements contained herein describe the scope of responsibility and essential duties 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 Board's right to assign or reassign duties and responsibilities to this job at any time unless restricted by law or a negotiated contract.

October 2025