Community Consolidated School District 21 Job Description

Middle School Coach

Supervisor: Middle School Principal

Licensing Expectations: Professional Educator License preferred

Purpose
Help students develop athletic and team building skills

Essential Functions
- Stay up to date on concussion protocols
- Understand student medical needs
- Pass ISBE coaching course if staff member is not a licensed teacher
- Responsible for developing the athletic skills of middle school athletes
- Coordinating and supervising athletic practice, meet and game schedules
- Communicating with students and families on a regular basis
- Collaborating with other coaches and the school administration

Job Requirements
Specific skill and knowledge-based competencies required to satisfactorily perform the functions of the job include:
- Federal, state, and district policies, regulations and laws pertaining to job functions.
- Preparing and maintaining accurate records.
- Business appropriate grammar and punctuation in English.
- Reading and spoken fluency and comprehension in English.
- Basic mathematical skills (addition, subtraction, multiplication, division).
- Safety practices.
- Operation of standard office equipment including using pertinent job-related software applications.

Specific ability-based competencies required to satisfactorily perform the functions of the job include:
- Maintaining high standards of confidentiality.
- Communicating tactfully and courteously with diverse groups.
- Effectively presenting information in one-to-one and group situations.
- Working independently.
- Making sound decisions on the basis of available information.
- Adapting to changing work priorities.
- Working collaboratively as part of a team.
- Demonstrating behavior which promotes positive relationships.
- Demonstrating the ability to manage conflicts.
- Maintaining professional integrity.

Specific physical ability-based competencies required to satisfactorily perform the functions of the job include:

- Maintains a professional and appropriate appearance.
- Utilizing computer keyboards and screens to enter, retrieve, and transform information or data.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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