

**CLARK-SHAWNEE LOCAL SCHOOLS**  
**JOB DESCRIPTION**

<b>Title:</b>	<b>Athletic Coach</b>
<b>Reports To:</b>	Athletic Director/Principal
<b>Status:</b>	FLSA Exempt; 3313.53, 3319.03
<b>General Description:</b>	Manage an effective, efficient program of interscholastic athletics which provides optimal opportunity for participation for all students.
<b>Qualifications:</b>	<ol style="list-style-type: none"> <li>1. Valid Ohio pupil activities permit.</li> <li>2. Successful experience as a teacher, supervisor, coach preferred.</li> <li>3. Knowledge of Ohio School Law and Ohio High School Athletic Association (OHSAA) bylaws.</li> <li>4. Proficiency in computer skills and knowledge of applications necessary to access timely and relevant information and be able to disseminate same.</li> <li>5. Good health and good attendance record.</li> <li>6. Additional qualifications as the Board of Education may require.</li> </ol>
<b>Physical/Other Requirements:</b>	<ol style="list-style-type: none"> <li>1. Able to access classroom, office, athletic facilities, and appropriate areas of school and District property and facilities.</li> <li>2. Strong communication and interpersonal skills.</li> <li>3. Able to present information to individuals, small groups, and large groups in a clear and compelling manner.</li> <li>4. Able to work successfully with students, parents, teachers, administrators, and the community.</li> <li>5. Suited for situations that require the ability to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies.</li> <li>6. Suited for situations that require the ability to interact well with other people, but also the ability to work independently.</li> </ol>
<b>Performance Responsibilities (Essential Functions*):</b>	
<ol style="list-style-type: none"> <li>1. *Operate the athletic program in accordance with District policies and administrative guidelines, Operating Standards for Ohio Schools, OHSAA bylaws, and the provisions of State and Federal law.</li> <li>2. Promote the District's philosophy and goals in the development, implementation, and continuous improvement of the athletic program for the school.</li> <li>3. Engage parents and community members in the educational process and in the support of student learning, achievement, participation, health, safety, and overall wellbeing.</li> <li>4. Allocate resources and manage activity operations to provide a safe and productive environment for learning, playing, and competing.</li> <li>5. Recruit and promote student participation in athletic, academic, and other school programs.</li> <li>6. Oversee academic eligibility, motivation, and support for student athletes.</li> <li>7. Respect the diversity of culture, language skills, and experiences of students, parents, and staff.</li> <li>8. Cultivate student involvement, responsibility, leadership, sportsmanship, and personal wellbeing.</li> <li>9. Facilitate post-secondary recruitment activities and athletic scholarship opportunities.</li> <li>10. Provide input, distribute, and promote the athletic department handbook and the Athletic Code of Conduct.</li> <li>11. Develop and maintain positive school-community relationships and timely communications.</li> <li>12. Coordinate appropriate recognition of student athletes throughout the season and at the conclusion of the season/program.</li> <li>13. * Schedule, plan, and conduct all conditioning and practice sessions, competitions, and contests.</li> </ol>	

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14. Assist with scheduling and contracting for specific athletic activities; arrange for and supervise student transportation.
15. Participate, as appropriate, with OHSAA, athletic league/member schools, competing schools, officials, booster and support groups, Adult Community Education and Recreation, and other community agencies.
16. Attend rules interpretation meetings and athletic league meetings.
17. Promote and participate in tournaments and special events for the District and OHSAA.
18. Promote appropriate professional development programs and orientation/training for athletic department staff.
19. Assist with the recruitment, selection, development, and assignment of coaches, supervisors, and officials.
20. \*Oversee the program of health, safety, and guidance services for student athletes.
21. Attend to physical examination requirements, health and injury care/response and reporting, eligibility determination, disciplinary action, and awards.
22. Supervise the system of student records, eligibility reporting, and management information and reporting.
23. \*Maintain complete and accurate records as required by law, District policy, and administrative guidelines.
24. Provide input in budget preparation and oversee implementation.
25. Account for the collection of all fees.
26. Requisition material, supplies, and equipment as needed to carry out program.
27. Arrange for the maintenance, cleaning, storage, distribution/collection, and inventory of District athletic equipment and uniforms.
28. Meet the professional expectations of attendance, suitable attire and decorum, participation in school and District meetings/functions, and support of District initiatives.
29. Respond to specific requests from the Athletic Director/Principal on matters affecting the athletic program and operation of the District.

#### Other Professional Expectations:

1. Serve as a role model for students and staff in how to conduct themselves as citizens and as responsible human beings.
2. Instill in students the belief in and practice of ethical principles and democratic values.
3. Keep up-to-date and knowledgeable of educational issues, athletics, and District-related matters.
4. Perform other job functions as assigned.

#### Additional Working Conditions:

1. Frequent travel and/or evening/weekend work.
2. Occasional exposure to blood, bodily fluids, and tissue.
3. Occasional operation of a vehicle under inclement weather conditions.
4. Occasional interaction among unruly children.

**The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.**