



Tipp City Exempted Village Schools

Vision

Tipp City Schools, in partnership with the community, fosters a culture of learning that values tradition and innovation, empowering all students to be respectful and responsible citizens with integrity.

Mission

Tipp City Schools cultivates positive relationships, embraces diversity, provides opportunities, and supports high expectations for every student.

Employment Opportunity Description **Assistant Coach**

This description may not have all the tasks and responsibilities that are expected of the individual(s) placed in this position for our school system, and, as with many professions, the terms outlined here are subject to change over time.

The **Assistant Coach** is responsible for working with student athletes to improve personal and teamwork skills. Additional competencies and details are provided below.

Essential Duties and Responsibilities

- Follow administrative procedures and uphold Board policy
- Provides technical expertise in coaching the assigned athletic activity.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district. Encourages community partnerships that enhance district and school programs.
- Works with the head coach to evaluate program needs. Requisitions supplies and equipment as directed. Promotes the proper use and care of school property.
- Reviews procedures and schedules before the start of the season.
- Attends all mandatory programs (e.g., rules interpretation, first aid/CPR training, etc.).
- Encourages student involvement in program activities. Helps parents and students understand program objectives. Explains student responsibilities (e.g., scholastic eligibility, parental permission, physical exams, training/performance schedules, requirements for letters, optional insurance coverage, waiver forms, etc.).
- Assists with team tryouts. Maintains the integrity of the selection process.
- Carries out the practice schedule as directed. Gives the head coach and athletic director a copy of all student communications.
- Maintains accurate records and submits reports on time.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Avoids public criticism of training/coaching methods used by other individuals.
- Helps develop off-season activities (e.g., summer training, clinics, etc.).
- Assists with the optional student insurance program when offered. Maintains information as directed.
- Teaches precautions and procedures to help students prevent injuries. Ensures that all required forms are on file and readily available (e.g., physicals, medical authorizations, student fact sheets, etc.). Promptly documents all injuries that require treatment.
- Evaluates individual and team performance. Prepares statistics. Develops and refines game strategies as directed.
- Helps recruit, train, and supervise student managers, trainers, and scouts.
- Helps the athletic director secure personnel for home games.
- Provides guidance, communicates high expectations, and shows an active interest in student progress. Promotes academic success as an important priority for all students.
- Maintains high standards and upholds athletic policies and the student conduct code.
- Reports student discipline problems, vandalism, and other related concerns.

- Helps verify that participants have fulfilled all requirements for letters, awards, and/or certificates. Participates in student recognition programs.
- Helps with supervision responsibilities related to the preparation of athletic fields and practice areas.
- Helps keep track of athletic equipment. Makes minor equipment repairs.
- Ensures that students keep locker rooms and practice areas orderly.
- Helps arrange transportation and lodging for sanctioned activities.
- Obtains permission to be away when duties conflict with other assigned duties.
- Takes precautions to ensure safety. Watches for conduct that may indicate a problem. Intervenes and works with administrators to eliminate unacceptable behavior.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Monitors innovations, evaluates activities, and recommends program improvements.
- Helps supervise approved fund raising projects. Works with the head coach to ensure that all financial activities are processed through the proper student activity account.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serves as a positive role model for others.
- Performs other specific job-related duties as directed.
- Complete required annual training via Public School Works
- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings

Minimum Qualifications

- Training and experience appropriate for the assignment.
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Relevant coaching experience.
- Completion of all pupil activity supervisor validation requirements.
- Knowledgeable about interscholastic athletic program regulations.
- Meets all prerequisite qualifications to be bonded.

Physical Demands & Working Conditions

- Physical Demands – While performing the duties of this job, the employee is regularly required to speak and hear. The employee is required to have dexterity of hands and fingers. Specific vision abilities required by this job include close vision, and ability to adjust focus. The employee is required to sit or stand for extended periods of time. They may be occasionally required to bend at the waist, kneel or crouch. While performing the duties of this job the incumbent is seated or walking at will and must be able to push, pull, lift and carry items under 25 pounds on occasion.
 - The physical demands described here are a representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.
- Working Conditions – Generally acceptable working environment with moderate exposure to disagreeable conditions and elements, including possible interactions with impolite and/or aggressive students and adults. Exposure to such conditions and elements may cause the environment to be disagreeable for moderate periods of time. There may be some consequences on psychological well-being and minor impact on physical safety. Accidents are improbable outside of minor injuries, such as cuts, scrapes, or bruises.

Knowledge

Skills

- Skilled in determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes
- Skilled in identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system
- Skilled in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Skilled in understanding written sentences and paragraphs in work related documents
- Skilled in giving full attention to what other people are saying, taking time to understand the points being made, and asking questions as appropriate
- Skilled in monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action
- Skilled in communicating effectively in writing as appropriate for the needs of the audience
- Skilled in understanding the implications of new information for both current and future problem-solving and decision-making

Abilities

- The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)
- The ability to apply general rules to specific problems to produce answers that make sense
- Abilities that influence the capacity to manipulate and control objects with fingers, hands, or limbs
- Abilities that influence visual, auditory, and speech perception
- Abilities that influence the acquisition and application of knowledge in problem solving
- Demonstrates professionalism and contributes to a positive work environment.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises tact and self-control when dealing with other individuals.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.

A TRADITION OF EXCELLENCE

Tipp City Schools has high expectations for its students and employees. The district seeks to hire and maintain strong, passionate educators, administrators, and support team members who are committed to the district's vision and mission and equipped to provide a well-rounded education for all students. Tipp City Exempted Village Schools is committed to a work and school environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, the Board of Education expects that all relationships among persons in the district, including interactions with visitors and contractors, will be free of explicit bias, prejudice and harassment.

Tipp City Schools ensures equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. We prohibit any such discrimination or harassment, require reporting of all perceived incidents of discrimination or harassment, and protect against retaliation for reporting such incidents.

I, _____, hereby have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I agree to fulfill the work obligations during assigned work times. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor, a member of the hiring team department, or superintendent-designee. I have discussed any questions I may have had about this job description prior to signing this form.

Employee (Signature)

Date

Supervisor/HR Department Staff/Witness (Signature)

Date