

## Coaches

|                        |                     |                      |                   |
|------------------------|---------------------|----------------------|-------------------|
| <b>DEPARTMENT:</b>     | Athletics           | <b>REPORTS TO:</b>   | Athletic Director |
| <b>WORK SCHEDULE:</b>  | Seasonal employment | <b>COMPENSATION:</b> | Stipend           |
| <b>FULL/PART TIME:</b> | Part-time           | <b>FLSA STATUS:</b>  | Exempt            |

### Position Description

Plan, organize, coordinate, and implement the district's Physical Instruction programs to successfully meet the needs of the students of the Kirkwood School District. Serve as a representative of the district with external and internal audiences. Role requires a high level of customer service orientation and may require communicating confidential information.

| Task Title                | Essential Job Functions   | Percent of Time Spent |
|---------------------------|---|-----------------------|
| Coaching Student Athletes | <ul style="list-style-type: none"> <li>Lead team(s) to perform to maximum skill level of individual players, including workouts and skills drills.</li> <li>Prepare team(s) to be familiar with offensive and defensive plays and strategies of opponents so players exhibit a purpose with clear goals and direction.</li> <li>Provide positive role model for program.</li> <li>Demonstrates concern regarding the safety and welfare of student-athletes.</li> <li>Is a contributing member to the Kirkwood school community.</li> <li>Lead staff and players by exhibiting a self-directed commitment to a successful program.</li> <li>Develop and maintain student athletes' interest in the program.</li> <li>Maintain neat and orderly work areas.</li> <li>Keep team equipment and uniforms in consistently good condition.</li> </ul> | 60%                   |
| Customer Service          | <ul style="list-style-type: none"> <li>Demonstrate positive interpersonal relationships with students, staff, parents, and community.</li> <li>Meet with high school or college coaches, athletes, counselors, and parents regarding competing at the next level.</li> </ul>  | 25%                   |
| Records Management        | <ul style="list-style-type: none"> <li>Maintain accurate records and file reports in a timely manner.</li> <li>Support budget operations.</li> </ul>  | 10%                   |
| Transportation            | <ul style="list-style-type: none"> <li>Transports student athletes to and/or from practices and matches as needed.</li> </ul>   | 5%                    |

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

### Supervisory Responsibilities

- **Supervisory Responsibility:** Dependent upon position. Could be None or One or more employees.
- **Supervisory Activities:** Variable based on head coach or assistant coach role.
- **Budget Signing Authority:** Variable based on athletic program
- **Decision-making Authority:** Decisions impact a small team or program

## Qualifications

### Required

- **Education:**
  - Head coaches must possess bachelor's degree from an accredited college or university or serve as an Approved Assistant Coach (non-Hardship Coach) for a minimum of 2 years.
  - Assistant coaches must have accumulated 60 college credit hours.
- **Certification:**
  - If not licensed to teach, all coaches must have at least a substitute teaching certification.
  - Must have or be able to obtain First Aid/CPR/AED (automated external defibrillator) certification by start of sport.
- Valid Missouri driver's license

### Preferred

- **Licensure:** Missouri state teaching certificate
- Coaching experience

## Knowledge & Skills

### Knowledge

- **Basic:**
  - Administrative: Administrative and office procedures, functions and basic office tasks
  - Computers/IT: Electronic equipment, and computer hardware and software, including applications and programming.
  - Human Resources: Principles and procedures for staff recruitment, selection, training, compensation and benefits, labor relations, and HR information systems.
- **Intermediate:**
  - Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy
  - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.
- **Advanced:**
  - Customer and personal service: Principles and processes for providing customer and personal services.
  - Education/Training: Principles and methods for curriculum and training design, teaching and instruction, and measuring training effects.
  - Health Services: Treating and preventing disease, and improving and preserving physical and mental health and well-being.
  - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.

### Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Active Listening, Critical Thinking, Instructing, Speaking, Service Orientation, Social Perceptiveness, Time Management
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Active Learning, Coordination, Learning Strategies, Management of Material Resources, Monitoring, Persuasion,
- **Occasionally (Up to 2.5 hours or 32% of the day):** Complex Problem Solving, Equipment Maintenance, Financial Management, Judgement/Decision Making, Negotiating, Operation and Control, Reading Comprehension, Systems Analysis, Systems Evaluation, Writing
- **Rarely (Less than 1 hour or 12% of the day):** Equipment Selection, Installation, Mathematics, Operation Monitoring, Technology Design, Troubleshooting

## Working Conditions

### Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Color Vision, Finger Dexterity, Hearing
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Crouching/Kneeling, Standing, Walking
- **Occasionally (Up to 2.5 hours or 32% of the day):** Carrying/Lifting, Sitting
- **Rarely (Less than 1 hour or 12% of the day):** Climbing, Crawling

### Mental and Psychological Demands:

- *High demands:* The job requires significant mental effort and involves high levels of stress (e.g., Frequent need to deal with difficult customers or manage emotions when interacting with others, often works under tight deadlines, exposure to public criticism, regularly requires extended periods of concentration on complex tasks).

### Work Type/Physical Demands

- *Medium work:* Exerting 20-50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

### Working Environment

- *Everyday risk and discomfort level:* The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

## EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: 2023-03-04