

MARION COUNTY JOB DESCRIPTION

Position Title: Assistant Coach I	Class Code: 7345
Department: Athletics	
Reports To: Principal	
Approved By: Marion County Board of Education	Date: December 2010

SUMMARY: Assist coaches in various secondary school athletic programs

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

Assist coaches in daily and long-range athletic activities.

Assist coaches in planning the athletic program.

Conduct learning experiences, under the direction of the head coaches, with small groups of student athletes.

Assist coaches in guiding participants toward a harmonious team spirit.

Assist in providing escort assistance, and supervision to athletes during periods of team travel.

Recommend to the head coach the purchase of equipment, supplies, and uniforms as appropriate for the health, safety, and welfare of student athletes.

Perform other non-coaching duties assigned by the principal, athletic director, or head coach.

SUPERVISORY RESPONSIBILITIES: Supervises student athletes and carries out responsibilities in accordance with the organization's policies and applicable laws.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCES: Two years of college preferred. PE degree desirable but not required. Coaching experience needed.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before administrators, staff, parents and students.

TECHNOLOGY SKILLS: Ability to use technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleges, parents, and the community; and conduct research/solve problems.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit; travel from building to other sites. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually not quiet.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.