

## JOB DESCRIPTION

Position Title:	Coach	
Department:	Athletics	
Reports To:	Principal of school	
Approved By:	Marion County Board of Education	Date: May, 1999

**SUMMARY:** Supervises and educates in the overall program of athletics

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

- Selects and instructs student athletes.
- Contracts officials for all home contests.
- Arranges transportation for away contests.
- Develops and continues to evaluate appropriate rules and regulations governing the conduct of athletic activities.
- Fosters good school-parent relations by maintaining communications relative to rules and regulations on athletics.
- Establishes and enforces the physical, academic and training requirements of eligibility for participation.

**SUPERVISORY RESPONSIBILITIES:** 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 EXPERIENCE:** 2 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 sit; occasionally walk and stand; 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.*

*FileNameAthleticsDirector*