

**MAUMEE BOARD OF EDUCATION
JOB DESCRIPTION**

Title: **10.77 Track - HS - Assistant**

Reports To: Athletic Director, Principal, Superintendent

Employment Status: Supplemental Contract

FLSA Status: Exempt

Qualifications:

1. Valid driver's license.
2. Minimum of high school diploma; post-secondary work desirable.
3. State of Ohio teaching certificate/license preferred (not required.)
4. Possess coaching and administrative abilities.
5. Required attendance at a sports medicine credit inservice (3 and/or 6 hours).
6. Ability to relate to and inspire young athletes.
7. Knowledge of preventive measures and care for athletic injuries.
8. Organizational skills/resources to enhance the program.
9. Skill in oral presentations.
10. Cooperative attitude in working with the athletic director, other coaches, the administration and community members.
11. Desire to invest time during season and off season.
12. Knowledge of track skills with emphasis on fundamentals.
13. Knowledge of training and conditioning techniques.
14. Ability to diagnose player deficiencies/prescribe corrective activities.
15. Ability to make minor repairs on equipment.

General Description: To assist the head coach in any way necessary to conduct a track and field program in preparation for interscholastic competition, and to provide opportunity for the development of each athlete.

Essential Functions:

1. Encourage students to participate in the program; assist with daily practice schedules.
2. Prepare outside facilities for all practice sessions.
3. Assist in planning meet strategies.
4. Assist in supervision of the locker room; account for assignment of lockers and the condition of the locker room. Assist in handing out uniforms.
5. Label and record equipment to be used.
6. Supervise players in practice, meetings and locker room activities.
7. Assist with the collection of all fees.
8. Instruct and assist players in the prevention and care of injuries.

9. Assist with accountability of all players meeting necessary requirements pertaining to physicals, information forms, athletic fees and all general eligibility procedures.
10. Enforce athletic code of conduct.
11. Attend rules interpretation meetings.
12. Accountable for player behavior during practice sessions, meetings, locker room activities, bus trips, and other activities under the auspices of the program.
13. Participate in awards program by distributing awards to the players.
14. Instruct and supervise support personnel in contest and practice preparation.
15. Instruct and supervise managers and statisticians in meet and practice preparation.
16. Assist in evaluating athletes after each meet and at the end of the season.
17. Confirm transportation arrangements with transportation supervisor for trips concerning the team.
18. Shall be responsible for fund-raising projects for the purchase of new equipment.
19. Be knowledgeable about, and follow rules and regulations of, the Ohio High School Athletic Association.
20. Attend departmental and seasonal coaching meetings when called by the athletic director.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings;
2. Help instill in students the belief in and practice of ethical principles and democratic values;
3. The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District and
4. Perform other tasks related to the coach's duties as assigned by the athletic director, principal or superintendent.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction among unruly children.