



*Providing rigorous, authentic,
personalized learning,
utilizing the local and global
community.*

Monticello Community School District

850 East Oak Street
Monticello, Iowa 52310

www.monticello.k12.ia.us

Phone: (319) 465-3000 Fax: (319) 465-6050

Dr. Brian Jaeger, Superintendent

Job Title: Athletic Coach

Reports to: Athletic Director

Status: ___ Full Time ___X_ Part Time
 X Hourly ___ Salary

Date Revised: 10/2019

Qualifications: Valid Iowa Coaching Authorization

Essential Functions:

- Formulate, in writing, training rules to be observed that would be in addition to those found in the student handbook. Coaches are encouraged to have these on file with that athletic director and to give them to the athletes and parents.
- Keep up of new ideas and techniques by attending clinics and workshops, or reading current literature pertaining to the sport.
- Be knowledgeable of rules and regulations concerning the sport by attending proper rules meetings.
- Be responsible for inventory, selecting, care and maintenance of equipment. At the end of the season inventory sheet should be on file with the athletic director.
- Make an effort to attend other athletic functions-especially lower level activities of the sports you are coaching.
- Attend and be responsible for athletic banquets promoting athletes.
- Make sure all athletes have physicals on file.
- Explain in writing athletic aware policies to athletes and athletic director.
- Explain the extra-curricular activities code of conduct to athletes.
- Make arrangements for all bus trips.
- Assume responsibility for facilities, equipment and players during practice and games.
- Emphasize safety precautions and use accepted training and injury treatment procedures.
- Conduct self and team members in an ethical manner during practices and games.
- Report results of contests to the media.
- Directly supervise dressing room.
- Evaluate past season and turn summary into athletic director.
- Make recommendations on scheduling, equipment, regulations, etc to athletic director.
- Summarize the year for the annual report (varsity athletics only)

- **Specifications:**
- Demonstrated skill in reading, writing, and communication with others.
- Ability to acknowledge the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize universal precautions, utilize appropriate safety equipment and report unsafe conditions to appropriate administrator.
- CPR and first aid certifications are preferred.
- Such alternative to the above that the Board of Education finds to be appropriate and acceptable.

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time unless restricted by a negotiated contract.

Any employee not covered by a negotiated contract agreement is an "at-will" employee. Either the school district or the employee can terminate the employment relationship at will, with or without cause, so long as there is no violation of applicable federal or state law. The school district maintains its discretion in setting the number of days notice terminating an "at will" employee.

A signed copy of this job description should be placed in the employee's personnel file.

Signature of Supervisor: _____ Date: _____

Signature of Employee: _____ Date: _____