

**MIDVIEW LOCAL SCHOOL DISTRICT**

**JOB DESCRIPTION**

<b>Title:</b>	<b>ASSISTANT COACH</b>	<b>File: 401</b>
<b>Reports to:</b>	Athletic Director and Head Coach	
<b>Job Objective:</b>	Assists Head Coach in developing and maintaining an athletic program	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"> <li>• Sport specific coaching skills substantiated by training and work experience. Prior coaching experience is preferred.</li> <li>• Holds or is qualified to obtain a Pupil Activity Supervisor Permit, which may include updating certifications annually through ODE.</li> <li>• Available to work irregular hours and/or a non-traditional schedule.</li> <li>• Demonstrates knowledge of current interscholastic athletic program regulations.</li> <li>• Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.</li> <li>• Exhibits consistent, impartial and resourceful critical-thinking skills.</li> <li>• Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.</li> <li>• Maintains a record free of criminal violations that would prohibit public school employment.</li> <li>• Meets all mandated health screening requirements.</li> <li>• Participates in all state/district mandated training sessions.</li> </ul>	
<b>NOTE</b>	<p>Supplemental contracts are offered to licensed staff with appropriate training, knowledge and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of qualifications may be required (i.e., official academic transcripts/diplomas, previous employers, professional references, etc.).</p>	
<b>Essential Functions:</b>	<p><b>1. Instructs athletes in physical conditioning, tactics and sportsmanship. Provides direction, support and accountability to help students benefit from program participation.</b></p> <ul style="list-style-type: none"> <li>a. Reviews procedures/schedules before the start of the season.</li> <li>b. Communicates program objectives/performance expectations to stakeholders.</li> <li>c. Attends mandatory programs (e.g., rules interpretation, safety clinics, etc.).</li> <li>d. Conducts a risk assessment. Implements safety precautions. Responds to emergencies.</li> <li>e. Helps supervise the preparation of athletic fields and practice/training areas as directed.</li> <li>f. Works with administrators to ensure program equipment is available/working when needed.</li> <li>g. Confirms equipment is appropriate for participants' physical development and skill level.</li> <li>h. Assists with participant uniforms (e.g. ordering, distribution, collection, refurbishing, etc.).</li> <li>i. Keeps track of school equipment assigned to students.</li> <li>j. Plans/directs program activities. Helps coordinate off-season activities (e.g., practice schedules, training clinics, etc.). Keeps administrators informed about emerging issues.</li> <li>k. Helps qualify students for participation. Confirms medical/scholastic eligibility.</li> <li>l. Informs students about personal responsibilities. Verifies that authorized fees have been paid.</li> <li>m. Verifies all required medical authorizations forms are on file and readily available. Teaches precautions/procedures to prevent injuries. Documents all injuries that require treatment.</li> <li>n. Consults with parents as needed (e.g., phone calls, E-mail, written notes, meetings, etc.).</li> <li>o. Ensures all athletes receive appropriate instruction, support and opportunities to participate.</li> <li>p. Evaluates individual/team performance. Prepares statistics. Develops/refines game strategies.</li> <li>q. Helps recruit, train and supervise student managers, trainers and scouts.</li> <li>r. Helps the athletic director secure personnel for home games when requested.</li> <li>s. Promotes fair play. Demonstrates respect for rules, officials, visiting teams, and the public.</li> <li>t. Facilitates participation in board-approved local, regional and/or national competitions.</li> <li>u. Arranges transportation and accompanies participants to/from sanctioned athletic activities.</li> <li>v. Promotes respect for program participants. Plans/attends recognition events. Verifies participants have fulfilled all requirements for letters, awards and/or participation certificates.</li> </ul>	

	<p>w. Ensures that program activities are self-sustaining except when authorized by the administration.</p> <p>x. Attends district in-service training to keep current with accounting procedures as directed.</p> <p>y. Supervises approved fund raising projects. Works with the athletic director and head coach to ensure that all financial activities are processed through the proper student activity account.</p>
	<p><b>2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.</b></p> <p>a. Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.</p> <p>b. Contributes to an effective and positive work/learning environment. Completes all assigned duties.</p> <p>c. Maintains a professional appearance. Wears work attire appropriate for the position.</p> <p>d. Helps students understand/embrace ethical conduct and democratic values.</p> <p>e. Respects privacy and maintains the confidentiality of privileged information.</p> <p>f. Maintains an acceptable attendance record and is punctual.</p> <p>g. Strives to develop rapport and serve as a positive role model for others.</p> <p>h. Takes the initiative to perform routine tasks independently.</p> <p>i. Shows an active interest in the academic/personal development of students.</p> <p>j. Supports community participation in school-sponsored events and activities.</p>
	<p><b>3. Maintains open/effective communications.</b></p> <p>a. Prepares/maintains accurate records. Submits required paperwork on time.</p> <p>b. Provides prompt notification of personal delays or absences.</p> <p>c. Refers district policy interpretation questions to appropriate administrator(s).</p> <p>d. Uses active listening and problem-solving techniques to resolve questions/concerns tactfully.</p> <p>e. Uses diplomacy and self-control when dealing with other individuals. Respect the diversity of staff, community and students when communicating</p> <p>f. Participates in staff meetings, trainings, and other required school activities.</p> <p>g. Keeps informed about program/procedure changes.</p> <p>h. Seeks clarification when expectations are unclear.</p>
	<p><b>4. Pursues opportunities to enhance professional performance.</b></p> <p>a. Keeps current with advances in technology associated with work assignments.</p> <p>b. Maintains applicable credentials. Complies with all state licensure requirements.</p> <p>c. Works toward mastery of individualized development/performance goals as directed.</p> <p>d. Attends meetings, in-service programs, and trainings as directed.</p>
	<p><b>5. Takes precautions to ensure safety. Helps manage/eliminate risks.</b></p> <p>a. Follows district protocol and state law when dealing with bullying, discrimination, inappropriate behavior and suspected child abuse/neglect.</p> <p>b. Responds to emergencies following the district's emergency preparedness/crisis response plan.</p> <p>c. Provides appropriate supervision and maintains high expectations for acceptable student behavior.</p> <p>d. Monitors for situations that may indicate a problem.</p> <p>e. Notifies appropriate administrator(s) of potential problems.</p>
	<p><b>6. Performs other specific job-related duties as directed</b></p> <p>a. Assists with unexpected/urgent situations as needed.</p> <p>b. Helps implement workplace initiatives that advance district goals.</p>
<b>Working Conditions:</b>	<p><b>Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:</b></p> <ul style="list-style-type: none"> <li>• Balancing, bending, climbing, crouching, kneeling, reaching, or standing.</li> <li>• Exposure to adverse weather conditions and temperature extremes.</li> <li>• Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, loud sounds and odor. Exposure to wet and/or slippery surfaces.</li> <li>• Exposure to blood-borne pathogens and communicable diseases.</li> <li>• Interacting with aggressive, disruptive, and/or unruly individuals.</li> </ul>

	<ul style="list-style-type: none"> <li>• Lifting, carrying, and moving work-related supplies/equipment.</li> <li>• Operating and/or riding in a vehicle.</li> <li>• Traveling to meetings and work assignments</li> </ul>
<b>Performance Evaluation:</b>	Job performance is evaluated according to policy provisions and contractual agreements adopted by the Midview Local School District.
<b>Equal Opportunity Employment:</b>	The Board is an equal opportunity employer. It is the policy of the Board to offer employment without regard to race, color, religion, gender, national origin, age, or disability.
<p>This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.</p>	
<b>Revised 2021</b>	