



NORTH ALLEGHENY SCHOOL DISTRICT

JOB PROFILE: Track – Varsity Assistant Coach
Reports to: Athletic Director, Head Track Coach

Classification: Supplemental

Hours/Day: Seasonal

Days/Year: March - June

Purpose/Summary

The Varsity Assistant Track Coach will assist and support the Head Coach to supervise, coordinate, and promote all phases of the interscholastic track program.

Essential Duties and Responsibilities

- Supports the Head Coach and Athletic Director.
- Assists with tryouts and selects participants in accordance with established guidelines.
- Assists the Head Coach to plan and schedule a regular program of practice in season.
- Follows the rules, regulations, and any changes that occur.
- Abides by training rules that are conducive to individual and team success, always considering the welfare of the individual, but uppermost the welfare of the entire team and school district.
- Organizes practices to adapt to the gymnasium during inclement weather.
- Carries out the practice plans to teach individual skills and Track fundamentals for total team coordination.
- Assists in the development of eligibility lists required by the PIAA.
- Follows-up on all injuries occurring at track practice and/or meets regarding insurance, instructional time lost from school and general welfare.
- Assists the Head Coach to complete final reports on season records.
- Assists the Head Coach to create plans for post-season and pre-season conditioning programs.
- Counsels athletes concerning future endeavors, including selection of institutions of higher learning, and obtaining scholarships. Counsels individual players whose attitude, behavior or performance is unsatisfactory.
- Promotes good human relations within North Allegheny student body and faculty; extends this same effort into the community, to have a blended school/community spirit.
- Carries out responsibilities in accordance with the organization's policies, practices, and applicable laws.
- Completes all track related tasks assigned by the Head Coach and/or Athletic Director.

Education and/or Experience

- High School Diploma/G.E.D. required. Bachelor's Degree preferred.
- Previous coaching experience preferred.

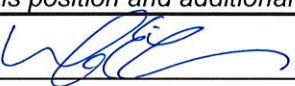
Certifications, Licenses, Registrations

- Must have the following trainings on a yearly basis: Heat Acclimation, Sudden Cardiac Arrest, Concussions, First Aid/CPR, Coaching Principles, and all other training required by the District.
- Child Abuse History Clearance
- PA Criminal Record Check
- FBI Fingerprint Clearance
- Act 126: Mandated Reporter of Child Abuse Training through approved provider established by the Pennsylvania Department of Education
- Act 168: Sexual Misconduct Abuse Disclosure Release

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Qualification Requirements				
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill and/or ability required.				
Knowledge and Abilities				
<p>Academic Skills – Knowledge of the PIAA and WPIAL rules and regulations for their specific sport. Knowledge of K-12 Education and the ability to research, think critically, problem solve and locate information requested by Athletic Director. Ability to understand content to organize, manage and communicate by multiple methods.</p> <p>Language Skills – Must possess the ability to use the language in both oral and written form. Be able to communicate information and ideas clearly so others will understand. Ability to listen and be respectful, tactful, and sensitive when interacting with all stakeholders who are diverse in their academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Ability to read, analyze and interpret information to effectively communicate with the Athletic Department, Student Athletes, Parents, and the Community.</p> <p>Technology Skills – Demonstrated knowledge of Microsoft Office Suite and ability to utilize basic office equipment such as a copier machine.</p>				
Other Skills and Abilities				
<ul style="list-style-type: none"> • Ability to motivate and maintain positive and effective work relationships with the Athletic Department, student athletes, parents, and community. • Understand and facilitate the diverse needs of various personality types and cultures. • Demonstrate a behavior and demeanor which will serve as an appropriate model for young adults. • Respond to community/parent inquiries and maintain a positive and proactive response to community members. • Serve as a representative of the school and must possess the skills of discretion, confidentiality, flexibility, and adaptability to change. • Possess imagination, patience, creativity, sound judgment, and logical reasoning. • Maintain high emotional energy. 				
Physical Demands				
<p><i>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. This position is considered to be a Medium of the Dictionary of Occupation Title, Fourth edition published by the US Department of Labor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p>				
Sedentary (S)	Light (L)	Medium (M)	Heavy (H)	Very Heavy (V)
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly or requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly or requires frequent running or climbing.	Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently or up to 20-50 lbs. constantly.

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Work Environment				
The work environment will vary from moderate situations such as small group settings to large group professional settings. Most of the time will be spent outdoors with consideration for adaptability to all weather conditions related to outdoor activities and/or travel. The employee must be able to work in air-conditioned and heated environments under florescent lighting.				
Primary Work Location				
Office Environment		Shop		
Classroom/Building		Vehicle		
Outdoors		Travel		
Physical and Non-Physical Demands Key				
C - Continuously	F - Frequently	O - Occasionally	R - Rarely	N - Never
2/3 or more of the time	From 1/3 to 2/3 of the time	Up to 1/3 of the time	Less than 1 hour per week	Never occurs
Standing	C	Crawling	R	
Sitting	O	Bending	F	
Walking	F	Twisting	C	
Lifting	O	Climbing	R	
Carrying	O	Balancing	F	
Pushing/Pulling	O	Vision	C	
Reaching	O	Hearing	C	
Handling	R	Talking	C	
Fine Dexterity	R	Foot Controls	C	
Kneeling	O	Teamwork	C	
Crouching	O	Tedious or exacting work	R	
Time Pressures	R	Noisy or distracting environment	F	
Emergency Situations	O	Other (Specify):		
Frequent Change of Tasks	O	Other (Specify):		
Irregular Work Schedule/Overtime	R	Other (Specify):		
Multi-Tasking	C	Other (Specify):		
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.				
Director of Human Resources Signature				
Date of Approval		1/14/21		

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