

JOB DESCRIPTION

PARMA CITY SCHOOL DISTRICT
6726 RIDGE ROAD • PARMA, OHIO 44129

**TITLE: ASSISTANT COACH – HIGH SCHOOL AND MIDDLE SCHOOL
J.V. HEAD COACH – HIGH SCHOOL AND MIDDLE SCHOOL
J.V. ASSISTANT COACH – HIGH SCHOOL AND MIDDLE SCHOOL
FRESHMAN COACH – HIGH SCHOOL**

QUALIFICATIONS:

1. Possess knowledge of the sport with a preference for those who have a playing background in the sport. Prefer previous experience either through experience as an athletic director, sports management specialist, or college preparation.
2. Must obtain CPR, ADE, and Pupil Activity Certification.
3. Must be willing to work long hours (evenings, weekends, and during school year vacations)
4. Possess the ability to establish and maintain an effective working relationship with students, staff and the community.
5. Possess the ability to communicate clearly and concisely both in oral and written form.
6. Possess the ability to serve in a supervisory capacity.
7. Possess the ability to make individual decisions based on established policies and procedures.

REPORTS TO: Head Coach/Principal/Athletic Director

MAJOR FUNCTION:

To carry out the aims and objectives of the sport program as outlined by the head coach.
To instruct athletes in individual and team fundamentals, strategy and physical training necessary for them to realize a degree of individual and team success.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provide such assistance as the head coach may request, including, but not restricted to, the areas of scouting, practice trials, equipment handling, eligibility records, statistics, and staff meetings.
2. Possess a thorough knowledge of all the Athletic Rules and Regulations as stated in the Coaches' Handbook.
3. Maintain discipline and work to increase morale and cooperation within the school sports program.
4. Support and communicate team rules and any other unique regulations of the sport to each athlete who is considered a participant.
5. By being present at all practices, games, and while traveling, provide assistance and guidance to and safeguards for each participant.
6. Assist the head coach in issuance, collection and storing of all equipment.
7. Permit the athlete to only be in authorized areas at the appropriate times.
8. Instill in each player a respect for equipment and school property, its care and proper use.
9. Instruct team members as to changes in the rules and teach fundamentals of the sport as outlined by the head coach.
10. Work within the basic framework and philosophy of the head coach of that sport.
11. Attend all staff meetings and carry out scouting assignments as outlined by the head coach.
12. Arrive early enough before practice, contests and meetings to adequately prepare and remain long enough afterward to help players with problems or to become involved in staff discussions.
13. Never criticize, admonish or argue with head coach or any staff member within ears or eyes of players or parents.
14. Strive to improve skills by attending clinics and using resources made available by the head coach.
15. Attend most of the contests, when possible, of other teams in the program.
16. Perform such other duties that are consistent with the nature of the position and that may be requested by the head coach.

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EVALUATION:

Performance of this job will be evaluated in accordance with district policy and within the provisions of the Board of Education/Parma Education Association Negotiated Agreement.

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 position. **Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

1. While performing the duties of this job, the employee is frequently required to walk and stand. Occasionally the employee will sit and/or run. The employee will frequently bend or twist at the trunk, squat, stoop, kneel, reach above the head, reach forward and repeat the same hand motion many times while performing the duties of the job.
2. The specific vision requirements of the job include good depth perception and occasionally being able to see objects/persons at a distance. While performing the duties of the job, the employee frequently is required to hear conversation in a quiet, as well as noisy, environment and be able to tell from where a sound is originating. The employee must be able to communicate to the team in order to give directions.
3. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.
4. The employee is responsible for the safety or well-being of other people.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

1. While performing the duties of this job, the employee will continuously work inside or outside depending on the sporting event. Occasionally the employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety, well-being and work output of others. The noise level in the environment is usually moderate.

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The information contained in this job description is for compliance with the Americans 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.

Human Resources
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December, 2002

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