



ASD JOB DESCRIPTION

TITLE: COACH/SPONSOR/ADVISOR

POSITION SUMMARY OR PURPOSE

The Coach, Sponsor or Advisor will play a crucial role in leading, training, and inspiring students in a specific sport or activity. You will provide instruction, mentorship, and guidance to students, fostering their skills, teamwork, and sportsmanship. You will promote a positive and inclusive team culture, develop competition strategies, organize practices, and ensure the safety and well-being of students under your supervision. Your passion for the sport or activity and commitment to developing well-rounded student-athletes will contribute to the success of our athletic program.

QUALIFICATIONS

1. Previous coaching experience in the specific sport or activity.
2. Knowledge and expertise in the rules, strategies, and techniques of the sport or activity.
3. Strong interpersonal and communication skills to effectively connect with students, parents, and colleagues.
4. Leadership skills to motivate and inspire students to reach their full potential.
5. Understanding of the physical, emotional, and social development of students in the sport or activity.
6. Certification or licensure in coaching, or willingness to obtain required certifications in accordance with state and organizational guidelines.
7. Certification in CTE-related activities (for CTE-based activities such as FFA).
8. Familiarity with safety protocols and first aid practices in athletics and activities.
9. Flexibility to work evenings, weekends, and travel for competitions as needed.
10. Computer proficiency with Microsoft Office Suite, Google Suite, Website, Social Media, Webinar and Meeting platforms.

SKILL SETS

DECISION MAKING: An example of a typical decision made by an individual in this position is to interpret policies/procedures and best practice in teaching & learning and coaching & mentoring. An incorrect decision made by this position could impact the district legally. Errors made in decision-making could potentially result in substantial cost to the District or damage to the credibility of the District.



LANGUAGE SKILLS: Ability to read, analyze, and interpret general technical procedures and governmental regulations. Ability to write reports, business correspondence. Ability to effectively present information and respond professionally to questions from groups of parents, community members, colleagues and Board of Education.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions.

TECHNOLOGY SKILLS: Proficient use of technology which includes: basic operations and concepts, word processing, spreadsheets, internet usage, critical evaluation of information, data analysis, email, integration of technology.

OTHER SKILLS AND ABILITIES: Ability to apply knowledge of current research and theory in education, coaching and mentoring. Ability to establish and maintain effective working relationships with staff and community. Ability to communicate clearly and concisely both in oral and written form. Ability to copy, coordinate, instruct, evaluate and negotiate. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to maintain confidentiality.

PHYSICAL DEMANDS

The work requires periods of light physical activity and requires long periods of time standing and/or walking. Typically the position requires the employee to work in a classroom, court, field, gym, arena, and competition environment; lift and carry up to 20 pounds; reach, hold, grasp, and turn objects; and use fingers to operate computer or typewriter keyboards. The work requires the ability to speak normally, use of specific medical terminology, and use of normal or aided vision and hearing.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in this environment is quiet to loud depending on the activity in the particular part of the day.

This information contained in this job description is for compliance with the American with Disabilities Act. (ADA) and is not an exhaustive list of the duties performed for this position.

REPORTS TO

Athletic Director and/or Building Principal

JOB GOAL

To assure the smooth and efficient operation of the sports and activities in order to maximize



positive impact on the education of children can be realized.

PERFORMANCE RESPONSIBILITIES:

1. Develop and implement a comprehensive and progressive training program that aligns with the goals and objectives of the team and organization.
2. Provide skill development instruction to students, focusing on craftsmanship, technique, strategy, teamwork, and sportsmanship.
3. Create a positive and inclusive team environment, fostering mutual respect, discipline, and commitment among students, athletes and competitors.
4. Organize and lead team events, practices, including warm-ups, drills, conditioning exercises, and scrimmage sessions.
5. Develop game plans, competition plans, and strategies, analyze opponents, and provide guidance and motivation during competitions and events.
6. Ensure the safety of students during practices, competition preparation, and games, following appropriate protocols and guidelines.
7. Collaborate with other coaches, athletic staff, advisors, chaperones, assistants and parents to support the overall development of students.
8. Monitor and assess the progress of students, providing feedback and guidance for improvement.
9. Serve as a role model for students, instilling values of sportsmanship, integrity, and good character.
10. Promote academic success and encourage students to maintain a balance between academics and competitions/practices/activities.
11. Keep abreast of the latest coaching techniques, training methods, and rule changes through ongoing professional development and participation in coaching clinics or workshops.
12. Drive students to and from practices and competitions/events.
13. Ensure all students are supervised until pick up after returning from an event.

TERMS OF EMPLOYMENT:

SALARY: Based upon the District's adopted salary schedule.

WORK SCHEDULE: Varies according to activity/season length

WORK YEAR: As designated by the annual school calendar, sports calendars, and activity calendars.

BENEFITS: Determined per activity

FLSA STATUS: Exempt/Certified and/or Nonexempt/Classified depending on licensure

NOTE: Mileage, at the current government rate, will be paid for FFA Advisors using personal vehicles to transport livestock, gas bottles, equipment, and materials.



EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation.

I understand the description of this job and the essential functions, as given above. I also understand that not all of the duties are described above and that I will perform those above and other related duties as directed by my supervisor and management.

Signature: _____ Date: _____

APPROVED BY BOARD OF EDUCATION: 1.23.10

REVIEWED: 1.23.10

Latest revision approved by Superintendent: 5.3.23

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