



## TOPPENISH SCHOOL DISTRICT

### JOB DESCRIPTION

**TITLE:** Coach/Assistant Coach

**TITLE OF IMMEDIATE SUPERVISOR:** Athletic Director

**DEFINITION OF POSITION:** Instruct students in sports/athletic skills; select and organize teams; participate in development of athletic schedule; supervise assigned personnel and adhere to the WIAA requirements and responsibilities

**DISTINGUISHING CHARACTERISTICS:** Under general direction, prepare students to perform in a sport with a high degree of skill; requires substantial knowledge of the sport; substantial skill and knowledge in ways to lead and motivate students.

#### **ESSENTIAL FUNCTIONS:**

1. High School Diploma or GED required.
2. Develop an elementary through grade twelve program for their respective sports;
3. Enforce behavior codes and standards;
4. Recommend purchase of equipment, supplies, and uniforms;
5. Maintain, care for, store and keep inventory of all equipment and materials used;
6. Ensure safe conditions of facilities and equipment of assigned sport;
7. Provide each student involved in the sport the opportunity to participate during scheduled events.
8. Demonstrated ability to motivate athletes.
9. Ability to develop athletes and effectively teach skills to allow opportunity to progress within the program.
10. Plan and schedule regular practice during the sport season;
11. Develop and use instructional techniques;
12. Relate to the activity director and evaluation of the assigned sport program district wide;
13. Assist and be involved in the district wide sport assigned;
14. Promote the district philosophy of athletics which enforces the "student athlete" concept;
15. Ensure that the board policy and administrative procedure on athletics and activities is followed;
16. Support other activities and sports other than assigned;
17. Perform related duties as required.
18. Uphold TSD Board Policies, follows administrative procedures, maintains professional boundaries, follows WIAA requirements for Coaches and enforces school rules.

**MINIMUM QUALIFICATIONS:**

- Must be a high school graduate or have completed a graduation equivalency diploma (GED) program.
- Must be 21 years of age to be a head coach and at least 19 years of age to be an assistant coach except as noted in the WIAA handbook
- Annually complete the WIAA general rules clinic and the WIAA approved rule clinic for the sport being coached prior to the end of the third week of the sports season.
- Must be able to pass a background check through FBI and WSP.
- Hold a valid current First Aid Certification (or willing to obtain) or have completed a School District approved Athletic Training/Sports Medicine course equivalent to the Red Cross First Aid Card training or be enrolled in a First Aid Class.
- Hold a valid current CPR Certification or be enrolled in an approved CPR C, it must be renewed every three years.
- Have successfully completed Concussion recognition and management with Return to Play Protocols training as required by Washington State Law that must be renewed every three years.
- Have successfully completed Sudden Cardiac Arrest Awareness and Training as required by Washington State Law that must be renewed every three years.
- Ability and/or desire to motivate athletes to progress within the program.
- Knowledge of the rules and techniques of the sport highly preferred.
- Experience/demonstrated success in the relevant sport preferred.
- Knowledge and skills of the sport in the following areas highly preferred and required before the beginning of the third year of coaching: A. Medical aspects of coaching - Health and Welfare; B. Legal Aspects of Coaching - Litigation, Liability; C. Psycho/Social Foundations of Sports.