

EXTRACURRICULAR ACTIVITY COACH/SPONSOR

Primary Function (Job Goal)

To provide instruction and leadership for students in a sport or activity, to teach the students the rules and fundamentals of the sport or activity, to teach teamwork, to have complete records, paperwork, budgets, etc. and to teach the importance of competition, winning and losing.

To be a positive role model for the students and improve the extracurricular activity program

Reports To (accountability)

Director of Student Activities and Athletics

Principal

Supervisory Responsibilities

None

Qualifications

- Current employee of Troy CCSD 30C (preferred)
- High school diploma or equivalent (GED)
- Related experience (preferred)
- CPR Certification
- Certification on the use of an AED
- Pre-employment medical examination, including tuberculosis clearance
- Pass a Regional Office of Education Fingerprint/Background Clearance including Federal Bureau of Investigation
- Alternatives to the above qualification as the Superintendent and/or Board of Education may find appropriate.

Physical Requirements

Utilize resources from other work units when required to perform the job's functions. Must communicate verbally and through email with district schools when providing information.

Generally the job requires 75% physical activity, 10% heavy lifting, 10% standing, and 5% sitting. This job is performed in a generally clean and healthy environment.

Essential Duties and Performance Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, ability, physical demands and working conditions required of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Responsible for all aspects of the sport/activity including, but not limited to:

- Assist in efforts to improve the program.
- Assist players in the care and prevention of injuries.
- Attend coaches meetings.
- Distribute equipment at the beginning of the season and collect all equipment at the end of the season.
- Establish a practice schedule and enforce consistent policies and procedures for student attendance.
- Ensure safety of students.
- Ensure the proper conduct and actions of students at all times.
- Evaluate players/participants.
- Interact in a positive manner with staff, students, and parents.
- Maintain respect at all times for confidential information, e.g., student athlete grades for eligibility purposes, etc.
- Make contact with parents and the public with tact and diplomacy.
- Participate in awards program by distributing awards to the players.
- Promote good public relations by personal appearance, attitude, and conversation.
- Responsible for the issuance, care and inventory of equipment, supplies, and uniforms.

- Work within District policies and procedures in the development and maintenance of the extracurricular activity program.
- Interact with administration and/or Board of Education and present information as requested
- Knowledge of and abides by activity-specific Illinois Elementary Scholastic Association rules and regulations.
- Communicates and collaborates with the Director of Student Activities and Athletics regarding all aspects of the activity/sport.
- Maintain full respect and support of the extracurricular activity program.
- Monitors activities in and oversees the condition of the locker room
- Collaborates with the Director of Student Activities and Athletics in purchasing equipment and supplies.
- Collaborates with the Director of Student Activities and Athletics in scheduling competitions/games.
- Forward a list of all participants in the activity/sport, along with all information necessary for the eligibility report, to the Director of Student Activities and Athletics office.
- Inventory, distribute, and procure all equipment.
- Assist in the preparation of facilities for all practice sessions.
- Plan and conduct all practice sessions and scrimmages as approved by the Director of Student Activities and Athletics.
- Respond to routine questions and requests in an appropriate manner
- Serve as a role model for students
- Perform other duties as assigned by the Director of Student Activities and Athletics and/or Principal.

Job Requirements: Skills, Knowledge, Abilities and Responsibilities

The requirements listed are representative of the knowledge, skill, ability, physical demands and working conditions required of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrates support for the mission, beliefs and goals of Troy Community Consolidated School District 30C.
- Uphold the established Board of Education policies, regulations and administrative procedures.
- Interest in the well-being of all students.
- Advanced office skills including use of a PC computer, knowledge of word processing, spreadsheet, database and routing and planning software.
- Maintains confidentiality in matters relating to staff, students and administrators.
- Able to work with a variety of people in a highly, diverse environment.
- Able to be flexible and work in an environment with frequent telephone and walk-in interruptions.
- Be attentive to detail.
- Exercise good judgment.
- Work without close supervision.
- Follow written and verbal instructions in English.
- Establish and maintains effective working relationships.
- Meet deadlines and schedules.
- Set priorities.
- Multi-tasking.
- Lead, guide, and/or coordinate others.
- Demonstrates professionalism and contributes to a positive work environment.
- Maintains an acceptable attendance record and is punctual.

Term of Employment

At-Will Employee Status

Duration of supervision is based on each sport/activity

Completion of mandated training through Global Compliance Network within first 45 days of employment without financial compensation.

Evaluation

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