Union County Public Schools

Job Description

POSITION TITLE: Coach - Athletics	**TERM OF EMPLOYMENT: Seasonal**
DATE: 12/02/2022	**DATE OF LAST REVISION: 09/16/2017**
FLSA EXEMPTION STATUS: Non-Exempt	**PAY GRADE: Stipend**

JOB SUMMARY: Under limited supervision, a Coach or instructor provides expert training, skills development, peak performance and fitness of student athletes during crucial times, such as competitions, tournaments, matches, trials and qualifying events. A Coach is committed to the development of each player on the roster and must help students develop a competitive nature, teach them about ethical behavior and good sportsmanship.

ESSENTIAL JOB FUNCTIONS	
1.	Coordinates the delivery of an innovative sports program which attracts new participants of all levels and creates pathways for continued participation for athletes in their college or advanced education selection.
2.	Evaluate and assess strengths and weaknesses in a participant's performance and identify areas for further development by providing suitable feedback, balancing criticism with positivity and motivation.
3.	Establish the fundamental philosophy, skills, and techniques utilized by coaching staff. Conduct conferences, clinics, and trainings to insure staff awareness of overall program.
4.	Understand aspects of health, exercise science, and physical education. Develop tactics and training activities for preparing and conditioning athletes.
5.	Effectively communicate with internal and external stakeholders such as but not limited to Athletic Booster clubs, parents, community members, officials, fans, etc.

DUTIES & RESPONSIBILITIES	
	List most important duties first
1.	Accurately maintain records, as required by state or federal laws, and Union County Board of Education policies, and/or school-based requests, and adhere to confidentiality requirements of state and federal law.
2.	Demonstrates the highest ethical regard for programs such as child safeguarding and health and safety requirements.

3.	Ensures that participants eligibility, physician examination, parental consent, etc. is properly documented for season(s).
4.	Provide appropriate mentoring, support, and guidance to players, student volunteers and coaches. Mentoring both on and off the field encourages leadership skills and academic success.
5.	Coordinate with partners in performance management, such as physiotherapists, doctors and nutritionists, school administration, etc.
6.	Maintains accurate inventory of equipment and prepares the arrangement of storage, issuance to athletes, equipment conditioning, and collection of fees for any lost or unreturned equipment, etc.
7.	Determine discipline, delineate procedures concerning due process when the enforcement of discipline is necessary and notify parents when a student is dropped or becomes ineligible.
8.	Collaborates with the Athletic Director, Facilities department, Transportation department and school staff to effectively schedule sporting events, practices, tournaments,
9.	Complete and submit proper paperwork with all disabling athletic injuries to the athletic office within 24 hours.
10.	Responsible for the overall cleanliness of utilized spaces, i.e. locker rooms, during all aspects of use. Ensures areas are kept in a clean manner.
11.	Monitor equipment rooms and coaches' offices, authorize who may enter, issue or requisition equipment
12.	Delegates duties, supervises implementation, and performance and upon completion of season, assesses effectiveness of staff and assistants.
13.	Effectively produces professionally written correspondence across various communication mediums, i.e. cell phone, computer
14.	Performs other duties as assigned

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Minimum Qualifications	Desirable Qualifications
• One (1) year's sports coaching experience (paid or voluntary) • Substantial knowledge of the technical aspects of the sport	• Two (2) years or more sports coaching experience (paid or voluntary) CPR/First • Aid Certification

KNOWLEDGE, SKILLS, AND ABILITIES

COMMUNICATION/INTERACTIONS

- Ability to work with diverse individuals and/or group

CUSTOMER RELATIONSHIPS

- Requires the ability to interact with people beyond giving and receiving instructions.
- Must be adaptable to performing in stressful and emergency situations

PHYSICAL REQUIREMENTS

WORK ENVIRONMENT:

Sedentary/Medium - Exert force 10-25 lbs., frequently; and up to 10 lbs., constantly; or a negligible amount of force to frequently lift, carry, push, pull, or move objects.

Physical Demands: Frequent standing, walking, pushing, pulling, carrying, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity and occasional far acuity. Mobility to work in a typical office setting and use standard office equipment. Vision to read printed materials, a VDT screen, or other monitoring devices.

Environmental Conditions: Varies from indoors exposure to outside weather conditions Exposure to noise levels ranging from moderate to loud.

Hazards: Uneven walking/working surfaces, communicable diseases, cleaning chemicals, lifting/carrying of materials, and power/hand-operated equipment and machinery (as related to specific assignment).

In compliance with Federal Law, Union County Public Schools administers all education programs, employment activities and admissions without discrimination against any person on the basis of sex, race, color, religion, national origin, age or disability.

DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.