

Spring Hill U.S.D. #230
101 East South Street
Spring Hill, KS 66083

Assistant MS Cross Country Coach Job Description

Purpose: The Assistant Cross Country Coach promotes an appreciation of physical fitness, teamwork, and sportsmanship. The Cross Country Coach provides leadership and supervision for team and individual sports, and works closely with the other staff and administration of U.S.D. No. 230.

Responsible to: Activities Director and Principal

Payment rate: According to the Master Agreement

Qualifications:

1. High school diploma or equivalent.
2. Bachelors degree from an accredited college/university.
3. Current Kansas State Teaching Certificate on file in the Central Office.
4. Health and Inoculation Certificate on file in the Central Office.
5. Have a valid driver's license, be able to drive, and qualify under the district's insurance carrier when driving a district vehicle.
6. Desire to continue career improvement.

Essential Functions:

1. Assist in coordinating and supervising Cross Country program and team.
2. Promote an appreciation of physical fitness, teamwork, and sportsmanship.
3. Assist in designing a training program and meet program.
4. Assist in assuring that the program is properly implemented.
5. Ensure that all athletic activities conform to KSHSAA guidelines.
6. Communicate effectively with the head Cross Country Coach.
7. Assist in working effectively with booster clubs and other community organizations.
8. React to change productively and handle other tasks as assigned.
9. Support the value of an education.
10. Support the philosophy and vision of U.S.D. No. 230.

Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting or standing.
2. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Occasional stooping, bending, and reaching.
4. Requires some travel.
5. Must work indoors and outdoors year-round.
6. Must work in noisy and crowded environments.

General Responsibilities:

1. Assist in coordinating and supervising the Middle School Cross Country program and team.
2. Help students achieve gains in athletic skill and team performance.
3. Assist in designing a training program and meet program.
4. Assist in assuring that the program is properly implemented.
5. Attend and be actively engaged in meetings that are called by the head coach throughout the sports season.
6. Responsible for assisting the head coach with scheduling of the following:
 - a. meet schedules
 - b. practice schedules
 - c. transportation
 - e. meal arrangements
7. Attend Kansas State High School Activities Association (KSHSAA) rules meetings as needed, and adhere to rules and regulations of KSHSAA and the Frontier League.
8. Assist in developing team rules, communicate them to the players and their parents, and equitably enforce them.
9. Maintain good public relations for the Cross Country program including:
10. Ensure that student athletes meet eligibility rules.
11. Ensure that physical evaluation forms and permission forms are properly completed and filed by the head coach.
12. Ensure that student athletes adhere to training rules, lettering policies, grade requirements, and rules of behavior.
13. Ensure the continual supervision of student athletes on the court, in conditioning, and in locker and shower rooms.
14. Ensure that health and safety precautions are observed during all activities.
15. Immediately report all major injuries incurred during practice sessions or competition to the head coach and ensure the information is passed on to the Activities Director and Principal.
16. Assist in ensuring proper purchasing, inventory, and care of equipment.
17. Assist in presenting a letter of recognition (emblem) to all athletes who meet the necessary requirements.
18. See that district policies are observed during all activities.
19. Keep abreast of new information, innovative ideas and techniques.
20. Obtain advance approval of the Activities Director and Principal for all activities and expenditures.
21. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
22. Other duties as assigned by the Activities Director, Principal, or other Administrative Staff.