

## **Bedford City School District**

### **Department of Athletics**

#### **JOB DESCRIPTION – GIRLS ASSISTANT TRACK & FIELD COACH (INDOOR)**

**Position:** Assistant Girls Track & Field Coach

**Reports to:** Head Coach/Athletic Director/Principal

**Employment Status:** Regular/Part-time

**Description:** To assist the Head Coach with the implementation of the girls track & field program. To help organize practices, review game strategies and deal with student athletes

**NOTE:** The below lists are not ranked in order of importance

#### **Essential Functions:**

- Ensure safety of student-athletes
- Ensure the proper conduct and actions of team athletes at all times
- Assist with issuing equipment and keep accurate records of all equipment issued
- Assist with collection, inventory, distribute and procure all equipment
- Assist with assignment of lockers and oversee the condition of the locker room
- Attend coaches meetings
- Assist athletes in the care and prevention of injuries
- Attend rules interpretation meetings as appropriate
- Assist with instruction of athletes in the proper use of strength training equipment, training and nutrition
- Assist with preparation of facilities for all practice sessions
- Assist with schedule, plan and conduct all practice sessions
- Assist with development and enforce training rules
- Assist with schedule and conduct meetings to discuss future opponents
- Assist with communication with classroom teachers to determine the academic achievement level of all athletes
- Assist with evaluation of athletes after each meet and at the end of the season
- Assist with supervision of player conditioning
- Check, repair and fit equipment
- Supervise athletes in daytime practices, meetings, lunch and locker room activities
- Supervise athletes on bus trips to away meets
- Assist with preparation of strategies
- Attend all meets
- Participate in public relations activities
- Attend clinics, camps and seminars designed for professional development

- Attend off-season physical conditioning
- Maintain respect at all times for confidential information, e.g., playbacks, scouting reports, etc.
- Interact in a positive manner with staff, students and parents and officials
- Promote good public relations by personal appearance, attitude and conversation
- Attend meetings and in-services as required
- Travel to and from meets
- Report injuries to head coach or athletic trainer
- Teach proper techniques and fundamentals

#### **Other Duties and Responsibilities:**

- Assist with correspondence with college and university personnel to assist players in acquiring athletic scholarships
- Assist head coach with players to meet necessary requirements regarding insurance, physicals, emergency medical card, eligibility forms, and athletic waivers
- Record attendance at practices
- Serve as a role model for students
- Interact with Superintendent and/or Board of Education and present information as requested
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned by the Head Coach and/or athletic director

#### **Qualifications:**

- Bachelor's degree in education from an accredited college or university preferred
- Appropriate State of Ohio teaching certification/license preferred
- Coaches will obtain and maintain current certifications including but not limited to Pupil Activity Permit, CPR, SCA, Concussion, First Aid, Mental Health, and P.B.I.S. as required by the Ohio High School Athletic Association.
- Alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

#### **Required Knowledge, Skills, and Abilities:**

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Organizational and problem solving skills
- Ability to recognize and treat minor athletic injuries
- Knowledge of the specific sport
- Ability to teach specific sports techniques in a safe manner
- Annual hazardous materials training
- Annual bloodborne pathogens training

**Equipment Operated:**

- Computer/printer
- Weight equipment
- Sport specific equipment

**Additional Working Conditions:**

- Occasional exposure to blood, bodily fluids and tissue
- Occasional operation of a vehicle
- Occasional interaction among unruly children
- Occasional requirement to travel
- Frequent evening/weekend/summer work
- Occasional requirement to perform duties in inclement weather conditions, e.g., snow, rain, heat, cold, etc.
- Occasional requirement to operate school district vehicle

*This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*