

Bedford City School District

Department of Athletics

JOB DESCRIPTION – ASSISTANT CHEERLEADING COACH (WINTER SEASON)

Position: Assistant Cheerleading Coach

Reports to: Head Coach/Athletic Director/Principal

Employment Status: Regular/Part-time

Description: To assist the Head Coach with the implementation of the varsity 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 students
- Ensure the proper conduct and actions of team at all times
- Assist with issuing equipment and keep accurate records of all equipment issued
- Assist with collection, inventory, distribute and procure all equipment
- Attend coaches meetings
- Assist cheerleaders in the care and prevention of injuries
- Attend rules interpretation meetings as appropriate
- Assist with instruction of cheerleaders 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 communication with classroom teachers to determine the academic achievement level of each cheerleader
- Assist with participation in awards program
- Assist with evaluation of cheerleaders after each performance and at the end of the season
- Assist with supervision of cheerleader conditioning
- Check, repair and fit equipment
- Supervise cheerleaders in daytime practices, meetings, lunch and locker room activities
- Supervise cheerleaders on bus trips to away games
- Attend varsity games
- Participate in public relations activities
- Attend clinics, camps and seminars
- Attend off-season physical conditioning
- Interact in a positive manner with staff, students and parents and officials

- Promote good public relations by personal appearance, attitude and conversation
- Travel to and from games
- Report injuries to head coach or athletic trainer
- Teach proper techniques and fundamentals

Other Duties and Responsibilities:

- Supporting the total athletic program.
- Adhere to the rules and regulations of the Bedford Board of Education, the OHSAA, and the Lake Erie League.
- Performing duties as assigned by the head coach.
- Exemplify the highest type of role model for the community, his/her squad and coaching staff.

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
- Effective, active listening skills
- 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/copier
- 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.



