

BOURBONNAIS ELEMENTARY SCHOOL DISTRICT NO. 53

School District Position Description

JOB TITLE:	Coach
DEPARTMENT:	Athletics
REPORTS TO:	Building Principal and Assistant Principal
CONTRACT:	Season Assigned
COMPENSATION:	Per Negotiated Agreement/BEA/Teacher

APPROVED BY:	Board of Education	DATE: November 12, 2002
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SUMMARY

To help each participating student achieve a high level of skill, an appreciation for the values of discipline and sportsmanship, and an increased level of self-esteem. (See also Faculty Handbook, Board Policy Manual, and Evaluation Tool.) This job description is not intended, nor should it be construed, to be a list of all responsibilities, skills, efforts, or working conditions associated with the job.

ESSENTIAL DUTIES AND PERFORMANCE RESPONSIBILITIES include the following.
Other duties may be assigned.

- Coaches individual participants in the skills necessary for excellent achievement in the sport involved.
- Plans and schedules a regular program of practice in season.
- Completes transportation requests for away games/competitions.
- Oversees the safety conditions of the facility or area in which assigned sport is conducted at all times that students are present.
- Maintains accurate statistics, records, and results of the season.
- Enforces discipline and sportsmanlike behavior at all times, and establishes and oversees penalties for breach of such standards by individual students consistent with School/Department policy.
- Maintains competency in rules, rule interpretations, meet procedures, coaching techniques, and general information about all aspects of the sport.
- Assists in establishing performance criteria for eligibility in interscholastic competition in this sport and is consistent in enforcing criteria for eligibility in competition.
- Adheres to a highly efficient and technically sound program of injury prevention and follow up.
- Works closely with the athletics director in scheduling intramural and interscholastic contests.
- Recommends purchase of equipment, supplies, and uniforms.
- Maintains necessary attendance forms, insurance records, and similar paperwork.
- Accounts for all equipment or delegates the responsibility.
- Develops a consistent and positive public communications procedure through the school and media to inform the parents and the general public about the athletic program.
- Provides leadership for all other coaches in their sports programs.
- Establishes tryouts and selects squads in accordance with a master plan of selection.
- Displays loyalty to District No. 53, the School Board and its governance, policies and contracts.
- Supports the Mission and Vision of the District.

- Maintains a professional appearance.
- Maintains a professional and positive rapport with parents/co-workers/administration/School Board.

SUPERVISORY RESPONSIBILITIES

Supervises students of athletic programs, other coaches, volunteers, aides and student aides assigned during all sports events.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Athletic coaches shall have the qualifications required by any association in which the School District maintains a membership. All coaches must successfully complete a District-approved coach-training program.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid teaching certificate is preferred as required by I.S.B.E. guidelines and regulations.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students, parents, fans, and employees of the District.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interests, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES

Exhibit qualities of leadership and organizational ability and reflect a spirit of cooperation in working with staff and school administration. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of District requirements and Board of Education policies.

PHYSICAL DEMANDS The physical demands described here are representative (customarily associated with) of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to walk and stand. Occasionally the employee will sit and or run. The employee will frequently bend or twist at the trunk while performing the duties of this job. The employee will frequently squat, stoop, kneel, reach above the head, reach forward, and repeat the same hand motion many times while performing the duties of the job. The employee occasionally lifts and/or pushes 40 pounds.

The specific vision requirements of the job include good depth perception and occasionally being able to see objects/persons at a distance. While performing duties of this job the employee frequently is required to hear conversation in a quiet, as well as, a noisy, environment and be able to tell where a sound is coming from. The employee must be able to communicate to a team in order to give directions.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee will continuously work inside or outside depending on the sporting event. Occasionally, the employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety, well being, and work output of others. The noise level in the work environment is moderate to loud.

The information contained in this job description is for compliance with the American 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