

TITLE: Middle School Track and Field Coach

PURPOSE: Instruct athletes in team and individual fundamentals, strategies, and physical training necessary for them to realize individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of positive values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

QUALIFICATIONS:

- Current Illinois Teaching Certificate or IESA/Human Kinetics Coaching Essentials (Formerly ASEP)
- Prior participation or coaching experience in sports (preferred)
- Effective communication skills
- Exemplary character and ethics
- All coaches must submit to a criminal background check
- Obtain/Maintain CPR/AED Certification
- Successfully complete prior to start of season, IESA/IHSA concussion protocol (renew every two years)
- Complete assigned District on-line trainings

REPORTS TO:

Athletic Director and Principal

KNOWLEDGE OF SPORT:

- Basic Coaching Strategies and Principles as specific to the sport of track and field
- Ability to teach and/or demonstrate correct performance skills necessary to participate in track and field events
- Demonstrates working knowledge of meet management

PERFORMANCE RESPONSIBILITIES:

(The following are the essential fundamentals to include but not limited to the following job duties.)

Program Administration

- Demonstrates exemplary sportsmanship and good character within all aspects of the program.
- Assists in scheduling of practices.
- Completes IESA forms/online entries with the assistance of the athletic director (as required).
- Collects and submits all forms, waivers, and participation fees from athletes prior to first contest to building athletic director.
- Adheres to IESA Eligibility requirements.
- Supportive of the District and the program at all times.
- Works collaboratively with other grade level coach within the sport.
- Arrives prior to athletes and is prepared for all scheduled practices/meets; and remains until all student athletes are in custody of a parent/guardian prior to leaving all practices/events for this sport.
- Assumes the position of the other grade level sport coach if the situation is necessitated.

- Creates, with athletic director approval, a set of team rules and guidelines that are to be signed off on by athletes and parents prior to first official contest and a copy given to building administrator.

Communication

- Conducts parent informational meeting at start of season, prior to first official contest.
- Communicates with athletic director on a frequent basis.
- Creates a mandatory emergency contact information sheet and shares with athletic director and building administration prior to first contest.
- Ensures that all athletes and parents have necessary season practice/meet schedules.
- Communicates with all parties when schedules necessitate a change.
- Communicates with other coaches within the building, and within the sport at other levels.

TERMS OF EMPLOYMENT:

Salary to be based upon Schedule B of collective negotiation bargaining.

EVALUATION:

This position is evaluated annually by the athletic director and building administration.

MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

Maintain emotional control under stress. Maintain positive attitude when dealing with students, parents, staff and the public. Frequent district and some statewide travel is required. Work with frequent interruptions, frequent prolonged and irregular hours. Possible exposure to hot or cold weather conditions.

Decatur Public Schools is an equal employment opportunity employer with an affirmative action plan.