

WESTLAKE CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **ASSISTANT COACH**

File 25

Reports to: Athletic Director and Head Coach

Job Objective: Coaches assigned student athletic activity as directed.

Minimum Qualifications:

- Sport-specific coaching skills verified by training and/or work experience.
- Available to work a non-traditional schedule and irregular hours when required.
- Comprehensive understanding of current interscholastic athletic program regulations.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Effective communication, problem-solving and time management skills.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Successful completion of cardiopulmonary resuscitation (CPR), automated external defibrillator (AED) and National Federation of State High School Associations (NFHS) fundamentals of coaching and concussion awareness/prevention training is prerequisite requirement.

Physical Demands: Duties require lifting/moving heavy athletic equipment.

NOTE: Contracts are made available to licensed staff with appropriate knowledge and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of credentials and work history is required. Ohio School Van Driver Certificate may be required. Pupil Activity Permit is required.

Essential Functions:

1. Helps coach assigned athletic activities (e.g., instruction, practice, games, etc.). Provides direction, support and accountability to help students benefit from program participation.

- Attends mandatory programs (e.g., rules interpretation, safety clinics, etc.).
- Conducts program risk assessments. Implements corrective measures as needed.
- Helps prepare/restore shared activity sites. Maintains orderly work/storage areas.
- Protects district property. Implements procedures to prevent the loss of supplies/equipment.
- Assists with the ordering, distribution, collection and refurbishing of program uniforms.
- Verifies the accuracy of correspondence, news releases, posters, etc., prior to public release.
- Publicizes program information. Participates in preseason parent-student meetings. Informs students about rules and personal responsibilities. Verifies authorized fees have been paid.
- Helps conduct unbiased professionally administered tryouts to select program participants.
- Helps confirm scholastic eligibility. Verifies medical authorization forms for each participant are on file and readily available. Teaches safety precautions. Investigates/documents injuries.
- Ensures equipment is appropriate for the physical development and skill level of participants.
- Makes sure all athletes receive appropriate instruction, support and opportunities to participate.
- Instructs participants in physical conditioning tactics.
- Promotes sportsmanship (i.e., ethics, fairness, fellowship, respect, etc.).
- Helps coordinate off-season activities (e.g., practice schedules, training clinics, etc.).
- Arranges transportation and accompanies students to/from sanctioned activities.
- Evaluates individual/team performance. Prepares statistics. Develops/refines game strategies.
- Ensures program activities are self-sustaining except when authorized by the administration.
- Helps students develop fundraising proposals (i.e., budget, anticipated expenses, solicitation time-frame, funding sources, etc.) for administrative approval. Supervises fundraising activities.
- Complies with district accounting procedures. Ensures activity accounts are suitable for audit.
- Helps organize recognition events. Verifies students have fulfilled requirements for awards.
- Evaluates operational performance. Identifies short/long-range program needs and opportunities.

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective working environment. Performs all aspects of the job.
- Encourages community involvement in school-sponsored activities.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Maintains the confidentiality of privileged information.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Prepares and maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives are unclear.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

Working Conditions:

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

The Westlake City School District is an equal opportunity employer. This document identifies typical job functions and is not intended to be an exhaustive list of all possible work duties. Employee performance is evaluated according to board policy, administrative procedures and current contractual agreements.