

COACHES AND SPONSORS

QUALIFICATIONS: 1. High school diploma or equivalency
2. Teaching License or KSHSAA Rule 10 Certification

REPORTS TO: Activities Director in conjunction with the building administrator

JOB GOAL: To instruct students in the fundamental skills, strategies and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the development of a well-rounded citizen.

FULL/PART-TIME: Part-time

FLSA: Licensed staff and Rule 10 coaches/sponsors are exempt from overtime.
Classified staff serving as coaches/sponsors are non-exempt from overtime.

BOE APPROVAL: 4/12/2021

ESSENTIAL FUNCTIONS OF THE JOB:

1. Regular attendance and punctuality are essential functions of the job.
2. Have a thorough knowledge of the activities policies that were approved by the Board Of Education and be responsible for their implementation.
3. Have knowledge of league and Kansas State High School Activities Association regulations and abide by them.
4. Attend clinics or meetings required for appropriate certification/licensure.
5. Understand and follow the proper administrative line of command outlined in policy.
6. Maintain and properly care for and store equipment.
7. Exhibit enthusiasm and motivate participants to develop and prepare themselves to get an edge over their competitors.
8. Model positive sportsmanship and ethical behavior.
9. Monitor academic standing of participants.
10. Supervise participants and monitor safety and wellness.
11. Utilize effective strategies to teach the fundamental skills necessary for participants to realize individual and team improvement.
12. Assess and evaluate the performance of the participants during the training and contests/activities.
13. Create necessary reports and manages inventory for the activity.
14. Financial management of the activity within the constraints of the budget.
15. Possess effective communication skills (oral and written) and develop and maintain a positive rapport with students, staff, administration and community.
16. Employee is required to use technology appropriately.
17. Employee is regularly required to handle stressful situations and resolve conflicts.
18. Maintain confidentiality of classroom, student and employee information.
19. Maintain a valid Kansas driver's license.
20. Perform other duties as assigned by the Administrator, Superintendent and/or Board of Education.

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or nonessential functions, tasks, duties, and responsibilities not listed herein. The District reserves the right to add, modify, or exclude any essential or nonessential requirement at any time with or without notice.

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TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions in Board policy *GCIA Evaluation of Coaches and Sponsors*.

PHYSICAL REQUIREMENTS OF THE JOB: An X indicates it is a requirement.

- 1. Very rarely requires exertion beyond walking.
- 2. Very rarely requires physical exertion beyond walking or climbing stairs.
- 3. Requires prolonged (over 50% of the time) standing and walking.
- 4. Requires prolonged (over 75% of the time) standing and walking.
- 5. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy* objects or materials.
- 6. Frequently (over 20% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 7. Frequently (over 33% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 8. Over 50% of the time, requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 9. In addition to items 5, 6, 7, or 8, occasionally requires physical exertion to manually move, lift, carry, or push heavy objects weighing more than 50 pounds.
- 10. Driving skills and physical ability required to drive vehicle.

*Note: * "heavy" means not over 50 pounds*

I have reviewed this job description and will fulfill the duties described.

Signature

Date

An Equal Employment/Educational Opportunity Agency

Unified School District 407 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Unified School District 407 compliance with the regulations implementing Title VI, ADA, Title IX, or Section 504 is directed to contact the Unified School District 407 Superintendent, 802 N. Main, Russell, Kansas 67665, 785-483-2173.