

Frenchtown School District

JOB DESCRIPTION ASSISTANT HIGH SCHOOL COACH

ESSENTIAL FUNCTIONS:

1. Knows and follows all policies enacted by the Frenchtown School District.
2. Maintains all required MHSA Coaching Certification, Rules Clinics and Endorsements. Maintains a Current First Aid Card with CPR endorsement. Documentation of these certifications shall be submitted to the Activities Director prior to the first day of practice.
3. Provides strong leadership in support of the educational goals of Frenchtown School District and the academic achievement of its students.
4. Provides strong leadership in providing a quality athletic program that ensures the competitive success of the team.
5. Coaches' participants in the skills necessary for the sport/activity assigned.
6. Must maintain competency in rules, regulations, and coaching techniques for the sport/activity.
7. Maintains discipline and sportsmanlike conduct of all participants and enforces the policies of the District uniformly when disciplining participants
8. Responsible for the inventory of equipment and supplies.
9. Responsible for the proper storage of all equipment according to district policy
10. Teaches/coaches the importance of teamwork in all activities.
11. Supervises participants.

This is only a minimum list of duties. The Activities Director may require other job responsibilities. The assistant coach is responsible for carrying out other duties as given or assigned.

QUALIFICATIONS:

1. Meets MHSA requirements.
2. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
3. Ability to follow both oral and written directions and instructions of the head coach and/or athletic director.
4. Ability to write routine reports and correspondence.
5. Ability to effectively communicate, orally and in writing, with students, parents, staff, and the community in general.
6. Ability to handle stressful situations.
7. Ability to maintain confidentiality of employment and student matters.
8. Ability to perform duties with an awareness of all District requirements and Board policies.
9. Ability to effectively manage time and responsibilities.

PERFORMANCE RESPONSIBILITIES:

1. Acts under the direction of the head coach and assumes the functions and duties of head coach in his/her absence.
2. Coaches participants in the skills necessary for the sport/activity.
3. Must maintain competency in rules, regulations, and coaching techniques for the sport/activity.
4. Maintains discipline and sportsmanlike conduct of all participants and enforces the policies of the District uniformly when disciplining participants.
5. Responsible for the inventory of equipment.
6. In team activities, teaches/coaches the importance of teamwork.

Only minimum duties are listed. Other functions may be required as given or assigned.

EQUIPMENT USED:

Stopwatch, calculator, computer, copy machine, fax machine, telephone/voice mail, score-keeping equipment or other equipment germane to the sport/activity.

WORK ENVIRONMENT:

The employee constantly works around others, works with the public, and works inside and outside. The noise level in the work environment varies, but is frequently loud. The employee must be able to meet deadlines with severe time constraints.

PHYSICAL DEMANDS:

The employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and waist while performing the duties of this position. The employee will occasionally be required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, depth perception, and peripheral vision.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee rarely performs routine work. The employee exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and must maintain attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communication. Reasoning and exercising judgment are used/required on the job.

IMMEDIATE SUPERVISORS: Athletic Director. In addition, the Assistant Coach, as are all district employees, is under the general supervision of the District Superintendent.

TERMS OF EMPLOYMENT: Salary as negotiated by the Frenchtown Public Schools Board of Trustees and the FEA.

For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.