

TITLE: Head Grade School Athletic Coach

REPORTS TO: Grade School Athletic Director

FAIR LABOR STANDARDS ACT (FLSA): Exempt. (Administrative/Professional)

QUALIFICATIONS:

1. Submit to a criminal history check as required by the school district.
2. Be at least 21 years of age at the time of initial employment.
3. Experience as a coach.
4. Proficiency in organizing and administering activities.
5. ASEP Certified.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
7. Must be proficient in English both oral and written.

JOB GOALS:

1. Development of skills of students interested in performing activities.
2. Provide a high quality group experience.
3. Promote the development of character, leadership, cooperation, and respect for others that will make the student a better citizen.
4. Realization of individual and group excellence.

ESSENTIAL JOB FUNCTIONS:

I. Personal Qualities:

1. Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
2. Communicates and works cooperatively with other members of the staff and public.
3. Is neat in appearance and dresses appropriately for the position.
4. Maintains confidentiality and honesty in performing assigned tasks.
5. Functions in a positive attitude where there is pressure, frequent interruptions, and in an atmosphere which may be stressful.

II. Attendance

1. Will ride the bus to and from all games.
2. Will make sure at least one ASEP Certified member of the coaching staff is present at all practices.
3. Attends all meetings as required.

III. Scheduling/Preparing for Events

1. Make recommendations to the Athletic Director in matters of game scheduling.
2. Will direct a positive program in assigned sport for grades 7-8.
3. Assumes responsibility for the condition of the facilities following a practice. All doors must be LOCKED and lights turned off.
4. Determines, in cooperation with the athletic director and the principal, the type of program to be used.
5. Assumes other duties as may be assigned by the athletic director.

IV. Budgeting/Ordering/Inventories/Records

1. File expense reports with receipts following any away athletic event when student body or district funds are utilized.
2. Submit a list of award winners on school form immediately following each season.
3. Will be in charge of issuing and collecting all uniforms and gear required for participation in the sport or activity for which he/she is responsible.
4. Will award the following trophies in football, volleyball, basketball, track, softball, and baseball: Most Valuable, Most Inspirational, Most Improved.
5. Submits a total inventory at the conclusion of the activity.
6. Fills out and submits, to the athletic director, all forms pertaining to participants, awards, etc.
7. Budgets for the following year's program must be submitted to the athletic director when requested.

V. Knowledge of Policies and Regulations

1. Will enforce all rules of Monroe School District.
2. Reports and records any injury requiring medical attention immediately.
3. Keeps the safety and welfare of the students above all other considerations.
4. Assumes responsibility as a supervisor accompanying any group to any event where they represent Monroe School District.
5. Follows all District policies and those contained in the appropriate district handbook.

VI. Professional Commitment/Development/Improvement

1. Remains current in professional growth and inservice training.

VII. Interpersonal Skills/Personal Skills

1. Will establish and implement a sound philosophical role with assistant coaches.
2. Will develop a positive working relationship within the community.
3. Cooperate with all other head coaches in promoting and providing the best total sports program possible.
 - Grade School coaches will NOT encourage students to "specialize" in only one sport. Grade School coaches will NOT provide, or promote activities in the off-season that would put pressure on athletes to concentrate on one sport year-round, i.e. fall or spring basketball, winter baseball or track.
 - Participation in summer programs or off-season workouts will not be a prerequisite for participation in Monroe Grade School athletics.
4. Encourage good sportsmanship, fair play and ethical conduct, i.e., the coach shall set an example as a role model by conducting his/her self in such a manner as to not receive a technical foul or its equivalent.

VIII. Timeliness

The employee demonstrates a willingness and ability to model appropriate behavior in being timely.

1. Returns requests for information by the date and time specified.
2. Arrives on time and work scheduled hours.
3. Notifies the Athletic Director in the event of illness.
4. Promptly informs the Athletic Director of problems that need attention.
5. See that his/her sport is represented at all league athletic meetings.

IX. Interest in Coaching Students

1. Will demonstrate specific organizational skills in practice/game situation.
2. Will develop positive leadership skills in the athletes under his/her leadership.
3. Teaches the skills and strategies of the activity.

X. Supervisory Skills/performance

1. Assumes responsibility for supervising trips, student conduct, record keeping, scheduling, uniform care, end of the year award presentation, and attending coaching meeting.
2. Assumes responsibility for the following activities:
 - a. Giving medical attention
 - b. Repairing equipment
 - c. Buying equipment
 - d. Preparing facilities
 - e. Maintenance of facilities
 - f. Preparation of budget
 - g. Coping with varying amounts of pressure to perform in an outstanding manner.
 - h. Handling money
3. Be responsible for the personal and professional appearance of each coach and student athlete involved in the particular sport during practice, athletic contests and game days.
4. Fill out a school accident report on all injuries and report this information to the Athletic Director.

XI. Supervision of student athletes

1. Supervise the playing area or dressing rooms until all participants have left the area. Under no circumstances should any athlete be left unsupervised.
2. Be certain that no student athlete is permitted to participate in facilities or equipment that presents unsafe conditions.
3. Be certain that no athlete is allowed to participate in athletic contests unless he/she has been in full attendance on the day of the contest and the day after when the game falls on a school day. Be certain that no athlete is allowed to practice unless he/she has been in full attendance on the day of practice.
4. Be certain that each student athlete has cleared through the Athletic Director his/her physical examination, purchased school insurance or provided a parent insurance waiver form, and eligibility clearance before issuance of equipment or participation in practice.
5. Submit a roster of all participants in their respective sport within fifteen (15) days after the beginning of practice.
6. Immediately submit the name of each participant who turns out after the original list has been submitted.
7. Submit a squad roster with all the necessary personal data at least one week before the first game (uniform number, age, height, weight, position, experience and year in school).
8. Submit a traveling team roster on the day a team is being excused from school time.

Physical Qualifications: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential

functions. If this position is shared between campuses, driving may be necessary. Employee may use hands for repetitive single grasping, pushing/pulling, and fine manipulation.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, bend, twist, or climb. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The employee must frequently lift, carry, and/or move up to 25 pounds, and occasionally lift, carry, and/or move up to 50 pounds.

Terms of Employment:

Employment shall be for the sports season. Salary, benefits, etc. as outlined and agreed to within the extra-duty pay contract or the collective bargaining agreement in effect between Monroe School District #1J and the Monroe Teachers Association, which ever is applicable.

Mandatory Child Abuse Reporting

As mandatory reporters (ORS 419b.010) all employees are required to immediately report to Law Enforcement and/or Department of Human Services any instance of suspected child abuse.

Evaluation: Performance of this position will be evaluated annually.

Reviewed by: _____ **Date:** _____