

Coach / Sponsor

- QUALIFICATIONS:**
1. High school diploma or equivalency
 2. Teaching Certificate or KSHSAA Rule 10 Certification

REPORTS TO: Activities Director in conjunction with the building principal

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.

PERFORMANCE RESPONSIBILITIES:

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. Understand and follow the proper administrative line of command outlined in the Activities Handbook.
5. Maintain and properly care for and store equipment.
6. Motivate participants to develop and prepare themselves to get an edge over their competitors.
7. Teach the fundamental skills necessary for participants to realize individual and team improvement.
8. Assess and evaluate the performance of the participants during the training and contests.
9. Creates necessary reports and documents necessary for the activity.
10. Develop and maintain a positive rapport with students, staff, administration and community.

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 the Board policy on *Evaluation of All Classified Personnel*.

ESSENTIAL FUNCTIONS OF THE JOB:

- Record keeping/inventorying
- Use of appropriate technology
- Attending clinics/ meetings
- Utilize effective teaching strategies for skill improvement
- Effective communication skills – oral and written
- Develops sound public relations
- Exhibits enthusiasm
- Modeling sportsmanship and ethical behavior
- Monitoring academic standing
- Supervision of participants
- Monitor safety and wellness of participants
- Conflict management
- Budget/finance management

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.

(BOE Revision: 11/12/2012)

Coach/Sponsor