

ST. PAUL SCHOOL DISTRICT
Job Description

Job Title: COACH
Reports To: Athletic Director/Principal/Superintendent
Evaluated By: Athletic Director/Principal

JOB GOAL: To provide leadership in helping each participating student achieve a high level of skill, an appreciation for the values of discipline and sportsmanship and an increased level of self-esteem. To instruct student athletes in a specific sports activity.

ESSENTIAL REQUIREMENTS: To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed for the position.

1. Expressed interest in athletics
2. Experience in coaching
3. Physical ability to perform essential functions
4. Available to work/supervise during assigned hours
5. Understanding of an agreement with the District's Goals of an Athletic Program and the Code of Ethics for Coaches.(See NFHS and OSAA Coaches Code of Ethics)
6. Knowledge of coaching techniques and human behavior
7. Possess knowledge of the State, Federal and School Board Policies and Regulations regarding student conduct and appropriate disciplinary action
8. Familiar with the care and treatment of athletic injuries
9. Such alternative to the above requirements as the School Board or the Administration may deem appropriate and acceptable.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the duties and responsibilities as stated in the primary administrative assignment and as stated below. Other duties may be assigned.

1. Coaches individual participants in the skills necessary for successful performance
2. Provide a positive learning environment for the athletes
3. Plan and schedule a regular program of practice in season in accordance with district policy and OSAA regulations.
4. Manage athlete behavior during training sessions and during meets or events
5. Take necessary and reasonable precautions to protect students, equipment, materials and facilities
6. Assist the athletic director, when necessary, in scheduling intramural and interscholastic contests where applicable
7. Recommend purchase of equipment, supplies and uniforms as appropriate
8. Maintain complete and accurate records as required (i.e. attendance forms, insurance records, file accident reports, etc.) competition in his/her sport
9. Oversee the safety conditions of the facility/area in which assigned sport is conducted at all times, especially, when students are present. This includes before and after practices/events until all students have departed school district grounds.

[Extra Duty--(Coach)-- cont.]

10. Follow district procedures in establishing performance criteria for eligibility in interscholastic competition in his/her sport
11. Enforce and display discipline and sportsmanlike behavior at all times and establish and oversee penalties for breach of such standards by individual students and coaches.
12. Assumes primary responsibility for field or court preparation
13. Provide athletic director with team rosters as requested. Input rosters and report scores on OSAA Score Center.
14. Provide athletic director with end of year inventory as requested
15. Head Coach of each sport to provide athletic director the evaluation of coaches as requested
16. Perform such other tasks (which may require knowledge of other job descriptions) as may seem to be appropriate to the School Board or Administration.
17. Maintains satisfactory attendance, as defined in District policy and regulations

CERTIFICATES, LICENSES, REGISTRATIONS

1. Possess a valid First Aid card
2. Possess a valid Oregon Driver's License
3. Criminal Justice Fingerprint Background Clearance
4. OSAA Coaching Requirements as need per level and sport – Steroid, Heat, NFHS Coaches, and Concussion.
5. Others as needed - ie annual background check, etc

PHYSICAL DEMANDS: 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.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

TERMS OF EMPLOYMENT: Days and hours to be arranged, with salary according to current schedule.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the School Board's policy on evaluation of personnel.

I have read and understand the responsibilities and qualifications of this job description.

signature date

printed name

(January, 2015)