

Posting

Delavan-Darien School District Co-Curricular

Posting Date: **March 21, 2024**

Position: **Head Track Coach**

School: **Phoenix Middle School**

Starting Date: **April 4th**

Completed application materials are due by: Until filled

Submit your application materials using the WECAN system at the following web address: <https://wecan.waspa.org>. (Review of materials and/or interviews may begin upon receipt of COMPLETE application packets.)

Job Description:

Position is responsible for coaching student athletes in game strategies and techniques to prepare them for athletic competition. Position motivates student athletes to develop an appreciation of the sport.

The Delavan-Darien School District does not discriminate in employment on the basis of race, color, age, national origin, religion, sex or handicap.

Job Description

Position Title:	Head Track & Field Coach	Department:	Athletics
Classification:	Co-Curricular	FLSA:	Non-exempt
Reports To:	Athletic Director, Principal and/or District Administrator	Adopted:	January 2023

Job Summary

Position is responsible for coaching student athletes in game strategies and techniques to prepare them for athletic competition. Position motivates student athletes to develop an appreciation of the sport.

Essential Duties and Responsibilities

- Holds organizational meetings for team prospects and encourages potential athletes to participate in the sport.
- Assesses student's skills and assigns team positions.
- Develops a regular practice schedule and organizes practice time to provide both individual and team development.
- Works with the athletics director in scheduling facilities for practices and competition.
- Assigns duties to an assistant coach as necessary.
- Coaches and instructs students, individually or in groups, regarding the rules, regulations, equipment, and techniques of the sport.
- Observes students, during competition and practice to determine the needs for individual or team improvement.
- Determines game strategy based on the team's capabilities.
- Establishes and maintains standards of pupil behavior and provides proper supervision of athletes at all times.
- Monitors the academic performance of team members to ensure that eligibility requirements are met; and encourages student athletes to maintain a high academic standard.
- Follows established procedures in the event of an athlete's injury.
- Conferences with parents/guardians, as necessary, regarding the athletic performance of their student.
- Follows state, regional, and district regulations governing the athletic program.
- Models sports-like behavior and maintains appropriate conduct towards students, officials, and spectators.
- Acts as a team representative and promotes the sport by communicating with the news media, booster clubs, service clubs, and other organizations.
- Follows established procedures for the proper care, maintenance, and requisitioning of equipment, supplies, and uniforms.
- Works with the athletic director to develop a policy for awards and submits a list of award winners at the end of the season.
- Participates in special activities to include parent's night, banquets, award nights, and pep assemblies.
- Maintains eligibility forms, emergency data cards, insurance records, equipment inventory, and other related records.
- Models non discriminatory practices in all activities.
- Secure housing for state (if applicable).

Other Duties

- Attends staff development meetings, clinics, and other professional activities to improve coaching performance.
- Performs any other related duties as assigned by the Athletic Director, Principal and/or District Administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Some experience as a head Track and Field coach or assistant coach at the high school or college level preferred. Must possess effective coaching techniques and skills. Must possess a thorough knowledge of the rules, regulations, strategies, and techniques of the sport. Must possess the ability to establish and maintain effective working relationships with school administrators, parents, and students.

Working Conditions & Physical

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 accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to stand for extended periods of time; exhibit manual dexterity to use a telephone, see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school environment or outdoors. Duties may be performed on meets away from school. The noise level in the work environment is usually moderate to loud.

Supervision Exercised: Assistant Coaches

Supervision Received: Athletic Director, Principal and/or District Administrator

This job description in no way states or implies that these are the only duties to be performed by this employee. The coach will be required to follow any other instructions and to perform any other related duties as assigned by the Athletic Director, Principal and/or District Administrator. The Delavan-Darien School District reserves the right to update, revise or change this job description and related duties at any time.

The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout his/her employment in the District.

The Delavan-Darien School District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.