

# Posting

## Delavan-Darien School District Co-Curricular

Posting Date: **March 11, 2024**

Position: **Assistant Track Coach**

School: **Phoenix Middle School**

Starting Date: **April 4<sup>th</sup>**

**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 assisting the head coach with organizing the Track and Field program at Phoenix Middle School. Position assists with conducting practices, motivating athletes, and instructing game strategies and techniques.

Job Description Attached.

*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

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

### Job Summary

Position is responsible for assisting the head coach with organizing the Track and Field program at the Delavan-Darien School District. Position assists with conducting practices, motivating athletes, and instructing game strategies and techniques.

### Essential Duties and Responsibilities

- Assists the head coach with instructing athletes in the rules, regulations, equipment, and techniques of the sport.
- Organizes and directs individual and small group practice activities/exercises as directed by the head coach.
- Assesses athlete's skills, monitors athletes during competition and practice, and keeps the head coach informed of the athletic performance.
- Assists with determining game strategy.
- Assists the head coach with supervising athletes during practices, competitions, and bus trips.
- Follows established procedures in the event of an injury.
- Models sports-like behavior and maintains appropriate conduct towards athletes, officials, and spectators.
- Maintains the equipment room in orderly condition and assumes responsibility for its security.
- Distributes equipment, supplies, and uniforms to athletes as directed by the Head Coach.
- Assists the head coach with submitting 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.
- Performs support tasks such as distributing and maintaining eligibility forms, emergency data cards, and other related records.
- Models non discriminatory practices in all activities.

### Other Duties

- Attends staff development meetings, clinics and other professional activities to improve coaching performance.
- Performs any other related duties as assigned by the Head Track and Field Coach, Athletic Director, or other appropriate 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 an assistant Track and Field coach at the high school or college level preferred. Must possess effective coaching techniques and skills. Must possess some 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**

Must have the ability to sit and 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 occasionally performed on meets away from school. The noise level in the work environment is usually moderate.

**Supervision Exercised:** None

**Supervision Received:** Head Track and Field Coach, Athletic Director and/or Principal

This job description in no way states or implies that these are the only duties to be performed by this employee. The Assistant Coach will be required to follow any other instructions and to perform any other related duties as assigned by the Head Track and Field Coach, Athletic Director and/or Principal. 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.