

Chequamegon School District January 2010

Job Description – Coach

Job Title: Coach
Department: Chequamegon School District
Reports to: Athletic Director
Workers Supervised: None

Position Summary: Instruct or coach groups or individuals in the fundamentals of sports. Demonstrate techniques and methods of participation. May evaluate athletes' strengths and weaknesses as possible recruits or to improve the athletes' technique to prepare them for competition.

Qualifications

Education: American Sport Education Program Coaching Principles Course, and Sport First Aide Course. WIA Rules Testing as required.

License/Certification: Licensed by the Wisconsin Department of Public Instruction in the areas of study assigned.

Experience: Extensive skill, knowledge, and experience are needed relative to the work-related occupation involving coordinating, training, supervising, or managing the activities of others.

AODA Statement: The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the district.

Essential Job Functions/Tasks

1. Plan, organize, and conduct practice sessions.
2. Provide training direction, encouragement, and motivation in order to prepare athletes for games, competitive events, and/or tours.
3. Cooperates with the athletic director in regard to submitting participant lists, parent permission, and physical slips, year-end reports, and program information relative to the sport being coached.
4. Plan strategies and choose team members for individual games or sports seasons.
5. Plan and direct physical conditioning programs that will enable athletes to achieve maximum performance.
6. Adjust coaching techniques, based on the strengths and weaknesses of athletes.
7. Keep records of athlete, team, and opposing team performance.
8. Instruct individuals or groups in sports rules, game strategies, and performance principles, such as specific ways of moving the body, hands, or feet, to achieve desired results.
9. Analyze the strengths and weaknesses of opposing teams to develop game strategies.

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10. Cooperates with newspapers, radio, TV, booster clubs, parents and interested spectators.
11. Understands and cooperates with rules and regulations as set forth by all governing agencies of the sport.
12. Meets with parents before season and during season when needed. Addresses rules and code of conduct.
13. Maintains professionalism regarding sideline conduct at games towards players, officials, and other workers. Maintains self-control and poise.
14. Maintains inventories and stores equipment in a timely and accurate manner.
15. Cooperates in sharing the use of the facilities.

Essential Requirements

Education and Training – Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Psychology – Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

Customer and Personal Service – Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Administration and Management – Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

English Language – Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Personnel and Human Resources – Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

Coaching Ethics and Standards

- Promotes and maintains a high level of competence and integrity in practicing their profession.
- Exercises objective professional judgment in the practice of their profession.
- Identifies and uses instructional methods and curricula that are appropriate to their area of professional practice and effective in meeting the individual needs of each participant.
- Creates a safe and effective learning environment which contributes to fulfillment of needs, stimulation of learning, and self-concept. Uses assessment instruments and procedures that do not discriminate against persons with exceptionalities on the basis of race, color, creed, sex, national origin, age, political practices, family or social background, sexual orientation, or exceptionality.

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- Applies only those disciplinary methods and behavioral procedures which they have been instructed to use and which do not undermine the dignity of the individual or the basic human rights of persons with exceptionalities, such as corporal punishment.
- Maintains communication between parents and players with appropriate respect for privacy and confidentiality.
- Recognizes and respects cultural diversities which exist in some families with persons with exceptionalities.

Competencies

Coaching and Developing Others – Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.

Coordinating the Work and Activities of Others – Getting members of a group to work together to accomplish tasks.

Developing and Building Teams – Encouraging and building mutual trust, respect, and cooperation among team members.

Guiding, Directing, and Motivating Subordinates – Providing guidance and direction to subordinates, including setting performance standards and monitoring performance.

Establishing and Maintaining Interpersonal Relationships – Developing constructive and cooperative working relationships with others, and maintaining them over time.

Making Decisions and Solving Problems – Analyzing information and evaluating results to choose the best solution and solve problems.

Training and Teaching Others – Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.

Communicating with Supervisors, Peers, or Subordinates – Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

Performing General Physical Activities – Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.

Communicating with Persons Outside Organization – Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.

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The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are essential to the performance of this job, and non-essential job functions include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Approval:

Employee

Date

Manager

Date