

South Burlington School District Position Description

Job Title: Athletic Coach: Varsity
Location: District
Job Group: Co-Curricular
Pay Level: Stipend
Reports To: Director of Student Activities

Summary: Assists student athletes in acquiring the fundamental skills, strategies, and physical training, in order to realize individual and team goals. Directs student athletes in athletic training and competitions.

Essential Duties and Responsibilities

1. Assists in the administrative duties for assigned activity by:
 - a. Communicating and modeling with Assistant and JV Coaches, students, volunteers and the greater school community the Athletic Department's philosophy, objectives, and techniques to be instilled in student athletes.
 - b. Coordinating practices, clinics, and meetings to ensure success of the assigned program.
 - c. Assisting in the planning of special sport events, arranging transportation, and coordinates scheduling with maintenance and/or other school staff for facilities use.
 - d. Training, informing, and encouraging professional growth of staff through participation in clinic attendance, networking, and self-directed learning.
 - e. Encouraging completion of required documentation by student athletes to fulfill state and system requirements to include, but not limited to: health certifications, parental consent, and eligibility.
 - f. Providing assistance with budget information in preparation for the next season.
 - g. Recommending policy, method, or procedural changes when needed.
 - h. Participating in the interview process and making recommendations for hires.
2. Supervising and evaluating Assistant and JV Coaches; analyzing staff effectiveness and recommending appropriate actions to Activities/Athletic Director.
3. Accountable for all equipment and for the safeguarding of school property by:
 - a. Providing proper safeguards for the maintenance and protection of equipment and storage sites. Monitors equipment areas, training areas, authorizing those who may enter, issue, or requisition equipment or services.
 - b. Collecting the cost of any equipment damaged, lost, or not returned.
 - c. Arranging for issuing, storing, and reconditioning equipment.
 - d. Properly marking and identifying all equipment before issuing or storing.
 - e. Maintaining annual inventory and current records of equipment.
 - f. Ensuring the proper cleanliness and maintenance of equipment.
 - g. Recommending sanitation and equipment guidelines (type, style, color, or technical specifications.)
 - h. Instilling in each player a respect for equipment and school property and its care and proper use.
 - i. Examining locker rooms before and after practices and games. Checks the general cleanliness of the facility.
 - j. Securing all doors, lights, windows, and locks before leaving the school building/grounds.

4. Responsible for the activities of assigned athletes while engaged in assigned sport by:
 - a. Providing training rules and regulations of the sport to each participant.
 - b. Monitoring student athletes' grades and conduct.
 - c. Directing student managers, assistants, and statisticians.
 - d. Supervising student athletes during transport, in locker rooms and facilities, and during events.
 - e. Enforcing appropriate discipline in keeping with school policy and team expectations. Works to increase morale, cooperation, and to resolve complaints and/or disputes. Contacts parents/guardians in the event a student athlete is ineligible or dropped from the team.
 - f. Completing and submitting required paperwork, within 24 hours, for all athletic related injuries.
 - g. Initiating programs and policies concerning injuries, medical attention, and/or emergencies.
 - h. Traveling to/from and attending all practices and games. Provides assistance, guidance, and safeguards for each participant.
 - i. Permitting student athlete's access to authorized areas at appropriate times.
5. Keeps current on the technical aspects of various team sports, as well as sport trends, developments, and research.
6. May perform other duties as assigned.

Supervisory Responsibilities: The ability to work in a collaborative team environment is essential to the employee's successful job performance. Demonstrated ability and skill in leadership, mentoring, and good sportsmanship is required. May assist the Activities/Athletic Director and/or Principal in the supervision of High School and Middle school coaches, assistant coaches, and volunteers. Regular attendance in accordance with established work schedule.

Qualification Requirements: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience: Direct experience in organizing and leading a comprehensive sports program is expected. Advanced knowledge and/or demonstrated continued learning in health and fitness area is preferred.

Language Skills: Ability to read and interpret reports, operating and maintenance instructions, procedure manuals, athletic rules, standards, and regulations. Ability to prepare documentation and reports is required. Ability to speak effectively with various persons: parents, students, co-workers, and the general public is necessary.

Mathematical Skills: Ability to add and subtract figures and amounts such as prices, discounts, interest, percentages. Must demonstrate an ability to apply basic math concepts and basic algebra.

Reasoning Ability: Ability to identify, evaluate, and solve a variety of problems and manage situations where some standardization exists. Ability to understand and consistently interpret a variety of oral and written instructions is required. Ability to maintain confidentiality of information presented in various forms (written/oral) is essential.

Other Skills and Abilities: Must have effective organizational, communication, leadership, and interpersonal skills. Working knowledge of computers and fitness equipment is essential. Demonstrated ability to establish and maintain effective working relationships with others is needed. Ability to perform duties with awareness of all District and School Board policies is required. Must have knowledge of existing system, and state and league regulations. Demonstrated ongoing commitment to workplace diversity, sustainability, and delivering exceptional customer service.

Physical Demands: *The physical demands described here are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations as defined by the District may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to speak and hear. Specific vision abilities required by this job include peripheral, close, and far vision. The employee occasionally is required to use fingers and hands to manipulate equipment or access computers with frequent repetitive motion. The employee is often required to stand, walk, and reach with arms or hands. An acute ability to work in a flexible and adaptive manner while providing quality service and yet focusing on outcomes is essential.

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.*

The noise level in the work environment is usually moderate and work performed in multiple environments: an athletic arena, gym/fitness area, field, classroom setting, or office. The incumbent may be required to work extended time.

Terms of Employment: Per co-curricular schedule

Evaluation: Conducted at the end of the season by the Activities/Athletic Director.

Approved: 8/8/16 E. Hockenbury

The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.

Job Description Acknowledgement

I have received, reviewed and fully understand the job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____

Employee Signature _____ Date _____