

## South Burlington School District Position Description

**Job Title:** Athletic Coach: Assistant, JV, and Middle School  
**Location:** District  
**Job Group:** Co-Curricular  
**Pay Level:** Stipend  
**Reports To:** Director of Student Activities

**Summary:** Directs student athletes in individual and team fundamentals, strategies, and physical training that is necessary to participate in sports.

### Essential Duties and Responsibilities

1. Assists in the administrative duties for the assigned sport by:
  - a. Assisting the Varsity Coach with scheduling and coordinating transportation to tournaments and special sport events.
  - b. Assisting with the preparations of scheduled practices and sporting events. Coordinates events with maintenance and other school staff for facility use.
  - c. Ensuring that proper documentation is provided to the Activities/Athletic Director by student athletes to meet state and system requirements for health certifications, parent consent, and student eligibility.
  - d. Ensuring proper safeguards for the maintenance of equipment, storage areas, and facilities are followed.
  - e. Providing information concerning specific assigned areas for budget preparation.
2. Accountable to the Varsity Coach for all equipment and for the safeguarding of school property by:
  - a. Collecting the cost of any equipment damaged, lost, or not returned.
  - b. Arranging for issuing, storing, and reconditioning equipment.
  - c. Maintaining annual inventory and current records of equipment.
  - d. Instilling in each player a respect for equipment and school property, its care, and proper use.
  - e. Providing proper safeguards for the maintenance and protection of equipment and storage sites. Monitoring equipment rooms and authorizing those who may enter, issue, or requisition equipment.
  - f. Examining locker rooms before and after practices and games. Checks the general cleanliness of the facility.
  - g. Securing all doors, lights, windows, and locks before leaving the school building/grounds.
  - h. Ensuring the proper cleanliness and maintenance of equipment.
3. 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. Traveling to/from and attending all practices and games. Provides assistance, guidance, and safeguards for each participant.
  - c. Supervising student athletes during transport, in locker rooms, in facilities, and during events.
  - d. Directing student managers, assistants, and statisticians.
  - e. Permitting student athletes access to authorized areas at appropriate times.
  - f. Enforcing appropriate discipline in keeping with school policy and team expectations. Works to increase morale and cooperation and resolves complaints and/or disputes.
4. Keeps current on the technical aspects of various team sports, as well as sport trends, developments, and research. Attends clinics, conferences, and contests of other teams whenever possible.

5. May perform other duties as assigned.

**General 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. Assists the Varsity Coach, Activities/Athletic Director, and/or Principal in carrying out responsibilities and is responsible for student athletes participating in assigned sport. 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 preferred. 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, and 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 requirements and School Board policies is required. Must have knowledge of existing system, 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 is 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 Varsity Coach in conjunction with the Director of Student Activities.

**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 \_\_\_\_\_