



Assistant Track Coach

Department:	Athletics	Job Class:	Coach
FLSA:	Non-Exempt	Job Grade:	Extra Pay Salary Schedule
Category:	Classified	Contract Terms:	N/A
EEO-4:	Paraprofessionals	Date:	January 2018

SUMMARY:

Assists the head coach with organizing the Track program at the assigned school. Instructs student athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student athlete shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence. Responsible to collaborate effectively with a team comprised of teachers, administrators, coaches, sponsors, students, parents, District office staff and members of the community.

ESSENTIAL FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Assist the head coach with the organization and developing the program.
- Assists the head coach with instructing players 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.
- Assists with determining strategy.
- Assists the head coach with supervising athletes during practices and competition.
- Follows established procedures in the event of an athlete's injury.
- Models sports-like behavior and maintains appropriate conduct towards players, officials, and spectators.
- Models non discriminatory practices in all activities.
- Distributes equipment, supplies, and uniforms to students as directed by the head coach.
- Provides the head coach with information pertaining to his/her level of the program (scores, schedules, sites, discipline concerns, procedures and is directly responsible for inventory of supplies and equipment, etc.).
- Schedules and attends practice sessions, develops and implements individual/team training plans by the day, week, month, year as appropriate for their level in conjunction with the overall program goals/philosophy.
- Complies with the rules and regulations as established by Garfield School District RE-2.
- Monitors athlete's attendance/behavior/academic status.
- Ability to use approved first-aid and CPR skills.
- Understands the signs and symptoms of concussion and removes players that are exhibiting signs and symptoms of concussion.
- Supports the relationship between Garfield School District RE-2 and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and District staff.
- Perform other related duties as assigned or requested.
- Maintains regular and reliable attendance.

MINIMUM QUALIFICATIONS:

Education and Experience:

- High School Diploma or equivalent AND
- Previous successful teaching, coaching and/or sport participation experience.

Required Licenses or Certifications:

- First Aid & CPR Certification - American Heart Association preferred.
- Possess or has the ability to obtain a valid Colorado Coaching Certificate.
- Successfully pass the CHSAA coaches test, acquire CHSAA coaching registration and complete a concussion course per State Legislation and CHSAA By-Laws.

KNOWLEDGE AND SKILLS:

Knowledge of:

- Effective coaching techniques and skills.
- Possess some knowledge of the rules, regulations, strategies, and techniques of the sport.

Knowledge of (Class Standard):

- State and federal laws and regulations governing work performed.
- District policies and procedures.

Skill in:

- Strong people and computer skills.
- Strong organizational skills.
- Ability to follow directions and collaborate with team members.
- Ability to remain calm and respond to student behaviors appropriately.

Skill in (Class Standard):

- Supervising a team and delegating tasks and authority.
- Communicating effectively both verbally and in writing.
- Handling multiple tasks simultaneously, under pressure, and in emergency and stressful situations.
- Developing, understanding, interpreting, and communicating policies and procedures.
- Establishing and maintaining effective working relationships.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

- Heavy lifting (50 lbs - items of various shapes and sizes).
- Overhead lifting and squatting required on a daily basis.
- Repetitive motion.
- Standing, bending and kneeling.
- Eye/hand coordination.
- Handling, talking, hearing and near acuity required.