

Auburn-Washburn USD #437 Job Description

Title: Assistant Coach - Cheerleading and Pom Pon

Reports To: Head Coach and Assistant Principal

Summary: The assistant coach assists the coach in overseeing the details related to the successful operation and administration of her activity. The general safety and welfare of each participant shall be the primary concern.

Essential Duties and Responsibilities:

- Assists the coach in performing duties
- Ensures supervision for all contests, meets, and practices
- Coaches individual participants in the skills necessary for excellent achievement in the activity
- Assists with tryouts of participants in accordance with established guidelines
- Informs students of school policies, activities, eligibility, and team rules
- Maintains an accurate inventory of equipment, uniforms, and supplies
- Oversees the safety conditions of the facility or area in which assigned activity is conducted. and when students are present
- Distributes and cares for equipment
- Maintains a sound program of injury prevention
- Attends all the events in which students are performing or representing the school
- Accounts for all equipment, supplies, and uniforms
- Maintains attendance forms, insurance records, and required paperwork
- Supervises participants after practice, meets, or games until transportation home is ensured
- Arranges transportation
- Communicates effectively and promotes positive interpersonal relationships
- Maintains standards of pupil behavior needed to achieve effective participation in activities and learning experiences
- Supports the District's educational mission for all students and implements all Board regulations and policies in a fair and equitable manner
- Performs other tasks and assumes other responsibilities as the superintendent or designee may assign

Supervises: Staff members designated by the Board of Education, superintendent, or immediate supervisor

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

Certificates/Licenses/Endorsements/Registrations:

- Kansas teaching license required
- Rule 10 license

Education and/or Experience: Cheerleading experience preferred

Language Skills: Ability to read, analyze, and interpret general educational reports, professional journals, technical procedures, and regulations. Ability to effectively present information and respond to questions from groups and individuals. Ability to write clearly; keep detailed records; effectively produce reports, letters, and memoranda; and to carry out complex tasks. Ability to communicate clearly and concisely both in oral and written form.

Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Ability to solve practical problems and to deal with a variety of variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Professional Conduct: Employee is required to maintain a high standard of professional conduct. Breach of said professional conduct includes, but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to district policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

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

- While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear. The employee is frequently required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to interact with staff and to meet demands from several people. The employee is responsible for the work output of others. On occasion, the employee may be required to work extended hours.

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 moderate to loud

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Auburn-Washburn Board of Education policies

Terms of Employment: Salary and work year to be established by the Auburn-Washburn Board of Education

Approved by the Auburn-Washburn #437 Board of Education: August 15, 2005