

**LINCOLN PUBLIC SCHOOLS
HUMAN RESOURCES DEPARTMENT**

Job Title: Coach

Days/Calendar:

Location/Department: Various

☐ Full Time ☒ Part Time

Physical Class: ☐ Sedentary ☐ Light ☒ Medium ☐ Heavy ☐ Very Heavy

Prepared by: Blake Simpson

Prepared/Last Reviewed Date: 1/1/25

HR Use Only:

Overtime Status:

☒ Non-Exempt ☐ Exempt

Exemption Category:

☐ Teacher

☐ Administrative

☐ Academic Administrator

☐ Executive

☐ Non-Academic Administrator

☐ Computer Professional

☐ Learned Professional

☐ Creative Professional

HR Supervisor Approval: G. Moore

HR Review Date: 2/27/25

REQUIREMENTS:

- A. Education Level and Certification: High school degree or GED required. Nebraska Teaching or Administrative and Supervisory Certificate, with a Special Services Certificate in coaching, preferred. Any other mandatory training and/or certification is required. First Aid and CPR training required (may be obtained on the job and must be kept current). Must possess a motor vehicle operator's license with a certificate to operate a school van. On-staff certificated employee preferred. Coaching experience preferred.

REPORTS TO: Activities Director

BRIEF DESCRIPTION OF POSITION:

The Coach is to educate students through participation in extracurricular activities. Competitive success is desirable. The primary objectives, however, are to: (1) enhance the student participants' academic achievement, (2) promote the physical, mental, moral, social and emotional well-being of the student participants, (3) promote appreciation of discipline and good sportsmanship, and (4) promote an extracurricular activity program that represents the school in a positive manner.

ESSENTIAL FUNCTIONS/SKILLS:

1. Coaching and Developing the Team

- a. Head coaches and other coaches with supervisory responsibility assign specific duties to team staff (assistant coaches, equipment managers, volunteers, etc.). Provide guidance and direction to the team staff. Motivate the team staff to achieve the objectives of the activity, monitor their performance, and report on their performance to the Athletic Director for purposes of evaluations.
- b. Plan, organize, and conduct practice sessions that will efficiently develop individual skills and team performance without interfering with academic and other commitments of the participants and that will actively involve all participants.
- c. Plan and direct physical conditioning programs that will enable athletes to achieve maximum performance.

- d. Instruct individuals or groups in sport or activity rules, strategies, and performance principles such as specific ways of moving the body, hands, and/or feet in order to achieve desired results, and explain and demonstrate the use of sports and training equipment.
- e. Encourage and build mutual trust, respect and cooperation among team members.
- f. Coach games and competitive activities with the objective of competitive success tailored to making the experience enjoyable and rewarding to the students. Maintain composure, keeping emotions, anger, and aggressive behavior in check, even in very difficult situations, so as to demonstrate good sportsmanship.

2. Student Safety

- a. Provide for the reasonable care and safety of students under the coach's supervision.
- b. Monitor students' use of equipment in order to ensure safe and proper use.
- c. Oversee the safety conditions of the facility or area in which assigned sport or activity is conducted at all times that students are present.
- d. Ensure a positive environment free of hazing, harassment, bullying and intimidating language and behaviors.

3. Record Keeping

- a. Maintain accurate individual and team statistics, records, and results of the season.
- b. Maintain an accurate and current team roster and submits copies to the Athletic Director.
- c. Maintain confidentiality of information concerning colleagues, students, and parents in accordance with law and District rules.

WORKING CONDITIONS:

Will vary depending on the sport or activity. Some sports require being outside for extended periods in inclement weather, with extreme heat or cold. Some indoor sports are held in areas where the climate controls are not always ideal.

At-Will Position. This position is an "at-will" position and may be terminated, with or without cause, at any time in the sole discretion of the Superintendent or Superintendent's designee.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Physical Requirements Name of Position		Item is not a requirement of the job	Occasional -- up to 33% of time	Occasional/Essential -- up to 33% of time, absolutely essential to the job	Frequent -- between 34% - 66%	Continuous -- over 66% of time
Essential functions are items listed in Occasional/Essential, Frequent, and Continuous columns.						
Stamina						
1.	Sitting	☐	☐	☒	☐	☐
2.	Walking	☐	☐	☐	☒	☐
3.	Standing	☐	☐	☐	☒	☐
4.	Sprinting/Running	☐	☐	☒	☐	☐
Flexibility						
5.	Bending or twisting at the neck more than the average person	☐	☐	☒	☐	☐
6.	Bending or twisting at the trunk more than the average person	☐	☐	☒	☐	☐
7.	Squatting/Stooping/Kneeling	☐	☐	☒	☐	☐
8.	Reaching above the head	☐	☐	☒	☐	☐
9.	Reaching forward	☐	☐	☒	☐	☐
10.	Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)	☐	☒	☐	☐	☐
Activities						
11.	Climbing (on ladders, into large trucks/vehicles, etc.)	☐	☒	☐	☐	☐
12.	Hand/grip strength	☐	☒	☐	☐	☐
13.	Driving on the job	☐	☐	☒	☐	☐
14.	Typing non-stop	☐	☒	☐	☐	☐
Use of Arms and Hands						
15.	Manual dexterity (using a wrench or screwing a lid on a jar)	☐	☒	☐	☐	☐
16.	Finger dexterity (typing or putting a nut on a bolt)	☐	☒	☐	☐	☐
Lifting Requirements						
17.	Lifting up to 10 pounds (Mark all that apply)					
	Floor to waist	☐	☐	☒	☐	☐
	Waist to shoulder	☐	☐	☒	☐	☐
	Shoulder to overhead	☐	☐	☒	☐	☐
18.	Lifting 11 to 25 pounds (Mark all that apply)					
	Floor to waist	☐	☒	☐	☐	☐
	Waist to shoulder	☐	☒	☐	☐	☐
	Shoulder to overhead	☒	☐	☐	☐	☐
19.	Lifting 26 to 50 pounds (Mark all that apply)					
	Floor to waist	☐	☒	☐	☐	☐
	Waist to shoulder	☐	☒	☐	☐	☐
	Shoulder to overhead	☒	☐	☐	☐	☐
20.	Lifting 51 to 75 pounds (Mark all that apply)					
	Floor to waist	☒	☐	☐	☐	☐
	Waist to shoulder	☒	☐	☐	☐	☐
	Shoulder to overhead	☒	☐	☐	☐	☐
21.	Lifting 76 plus pounds (Mark all that apply)					
	Floor to waist	☒	☐	☐	☐	☐
	Waist to shoulder	☒	☐	☐	☐	☐
	Shoulder to overhead	☒	☐	☐	☐	☐
22.	Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?	☒	☐	☐	☐	☐
Pushing/Pulling						
23.	25 to 50 pounds	☐	☒	☐	☐	☐
24.	51 to 75 pounds	☐	☒	☐	☐	☐
25.	76 to 90 pounds	☒	☐	☐	☐	☐
26.	Over 90 pounds	☒	☐	☐	☐	☐
Carrying						
27.	10 to 25 pounds	☐	☒	☐	☐	☐
28.	26 to 50 pounds	☐	☒	☐	☐	☐
29.	51 to 75 pounds	☒	☐	☐	☐	☐
30.	76 to 90 pounds	☒	☐	☐	☐	☐
31.	Over 90 pounds	☒	☐	☐	☐	☐

