

WICKENBURG UNIFIED SCHOOL DISTRICT  
JOB TITLE: COACH (Middle School)

<b>Position Type: Exempt</b>	<b>Department: Support Staff</b>
<b>Salary Schedule: Extra-Duty</b>	<b>Reports to: Athletic Director (Primary); School Principal (Secondary)</b>
<b>Salary Range: Stipend</b>	<b>Location: Vulture Peak Middle School/ Festival Foothills Elementary School</b>
<b>Term of Employment: Seasonal</b>	<b>Date: 11/18/2014</b>
<b>Shift: After School &amp; Away Games</b>	<b>Approved by: Human Resources</b>

*We are creating excellent schools where there is a laser-like focus on the Essential Elements of instruction and moving each student to the next academic level.*

**POSITION SUMMARY:**

- To provide leadership, supervision, and organization to facilitate an athletic program;
- To develop team objectives that strive to win while placing sportsmanship and the lessons of sport above winning at all costs;
- To ensure the health, safety, and security of the student athletes at all times.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.*

**ESSENTIAL FUNCTIONS:**

- Provides supervision of student athletes at practice, games and student trips;
- Acts immediately and appropriately to secure safety in the event of an emergency;
- Serves as positive role model at all times for students;
- Presents professional appearance and attitude at all times, and maintains a high standard of customer service;
- Prepares and maintains appropriate activity reports;
- Monitors activities on the field or court to prevent accidents;
- Cautions athletes regarding unsafe practices and safety hazards; enforces and adheres to rules and regulations;
- Follows emergency action plan and procedures established in the event of an emergency;
- Inspects facilities for cleanliness;
- Maintain appropriate inventory control for all school and district equipment;
- Responsible for the availability and safekeeping of emergency equipment;
- Performs miscellaneous job-related duties as assigned;
- Complies with all rules, regulations and policies of the Governing Board.

**OTHER SKILLS/ABILITIES/KNOWLEDGE/ WORK STYLE:**

- Able to conduct practice on non-game days (Monday through Friday) throughout the season from 3:15 PM to 5:15 PM;
- Able to supervise players on the bus to and from away games;
- Knowledge of sport equipment and maintenance;
- Advocate of Character Counts: Victory with Valor;
- Ability to work well with student athletes;
- Knowledge of rules and regulations governing conduct on a team;

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- Ability to react calmly and effectively in emergency situations;
- Ability to pass pre-employment physical skills evaluation as stipulated by the department;
- Ability to perform rescue actions, administer first aid and CPR.

### **CERTIFICATES, LICENSES AND REGISTRATION REQUIRED:**

- Must possess current First Aid and CPR Training Certification;
- Qualified to drive district vehicle for away games;
- Must be able to pass a fingerprint clearance and background check or maintain a current Fingerprint Clearance Card;
- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1968.

### **EDUCATION AND/OR EXPERIENCE:**

- Previous experience in the sport;
- Completion of a minimum of two years of high school;
- Previous experience or training in a related setting preferred.

### **COMMUNICATION SKILLS:**

- Ability to follow routine verbal and written instructions;
- Ability to prepare routine administrative paperwork;
- Ability to communicate effectively.

### **REASONING ABILITY:**

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

### **PHYSICAL DEMANDS:**

- Regularly required to sit, stand and reach with hands and arms, talk or hear and taste or smell;
- Must be able to walk, and climb or balance, stoop, kneel or crouch;
- May regularly lift and /or move up to 20 pounds;
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate;
- The work environment may be outdoors and may require extended time in direct sunlight;
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EVALUATION:** Evaluation completed by the Athletic Director and/or the School Principal in accordance with Board Policy.

### **COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor. This is a temporary management guide tool, subject to change.*

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