

## Job Description - Coach

Division: Schools  
Department: School building  
Immediate Supervisor: Principal

General Duties: To help each participating student achieve a high level of skill, and appreciation for the values of discipline and sportsmanship, and an increased level of self-esteem.

### Essential Requirements

- A. A valid Oregon teaching license.
- B. Degrees and area of study as required by Oregon licensure.
- C. Prior job-related experience will be considered but is not required.
- D. Such alternatives to the above qualifications as the superintendent may find appropriate and acceptable.

### Essential Responsibilities

- A. Coaches individual participants in the skills necessary for achievement to the highest degree possible in the sport involved.
- B. Plans and schedules a regular program of practice in session.
- C. Works closely with the athletic director in scheduling intramural and interscholastic contests.
- D. Recommends purchase of equipment, supplies and uniforms, as appropriate, and assumes responsibility for proper care and maintenance of all such items.
- E. Maintains necessary attendance forms, insurance records and other relevant paperwork.
- F. Oversees the safety conditions of the facility or area in which assigned sport is conducted at all times that students are present.
- G. Establishes performance criteria for eligibility in interscholastic competition in his/her sport, and encourages all participants to maintain high standards as students, citizens and athletes.
- H. Enforces discipline and sportsmanlike behavior at all times, and establishes and oversees the discipline for breach of such standards by individual students.
- I. Attends special events held to recognize student achievement, and attends school-sponsored activities, functions and athletic events.
- J. Conducts periodic staff meetings as appropriate to keep the staff members informed of policy changes, new programs, etc., and to be informed of staff concerns, and to provide for a general exchange of ideas.
- K. Keeps the superintendent informed of the school's activities, problems and status.

- L. Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications and discussing problems of mutual interest with others in the field.
- M. Provides input to the superintendent in relation to the formulation of district policy.
- N. Performs other duties as directed by the superintendent.

**Evaluation**

Performance of this job will be evaluated in accordance with provisions of the superintendent.