

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Athletic Coach/trainer

GENERAL DESCRIPTION

The essential function of the position within the organization is to enable each child to pursue his or her education as smoothly and completely as possible through the provision of leadership in sports and physical activities.

Primary Duties:

This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.

- 1. Meets and provides leadership to assigned groups in the locations and at the times designated.*
- 2. Plans a program of development that, as much as possible, meets the individual needs, interests, and abilities of the students within the target performance area.*
- 3. Creates an environment that is conducive to learning and appropriate to the maturity and interests of the students.*
- 4. Prepares for training/developmental sessions as assigned and shows evidence of preparation upon request of immediate superior.*
- 5. Encourages students to set and maintain high standards of behavior and good character.*
- 6. Guides the learning/developmental process toward the achievement of performance goals and, in harmony with the goals, establishes clear objectives for all facets of the program and projects to communicate these objectives to students.*
- 7. Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.*
- 8. Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives.*
- 9. Assesses the accomplishments of students on a regular basis and provides progress reports as required.*
- 10. Diagnoses developmental barriers students face on a regular basis, seeking the assistance of district Athletic Directors as required.*
- 11. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.*
- 12. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.*
- 13. Assists the administration in implementing all policies and rules governing student life and conduct and during interactions, develops reasonable rules of behavior and procedure, and maintains order in a fair and just manner.*
- 14. Makes provision for being available to students and parents for education-related purposes outside the instructional day as required/requested to do so under reasonable terms.*
- 15. Plans and supervises purposeful assignments for assistants and volunteer(s) and, cooperatively with department heads, reflects on performance.*
- 16. Strives to maintain and improve professional competence.*

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17. *Attends staff meetings and serves on staff committees as required.*

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Computes or performs arithmetic operations using data or information.

People Responsibility:

“People Responsibility” refers to individuals who have contact with or are influenced by the position.

Gives information, guidance, or assistance to people which directly facilitates task accomplishment; may give instructions or assignments to helpers or assistants.

Assets Responsibility:

“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.

Has some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or small amounts of money.

Mathematical Requirement:

“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition and subtraction, multiplication and division, and/or calculating ratios, rates and percents.

Communications Requirements:

“Communications” involves the ability to read, write, and speak.

Reads routine sentences, instructions, regulations, procedures, or work orders; writes routine sentences and completing routine job forms and incident reports; speaking routine sentences using proper grammar.

Complexity of Work:

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“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs semi-skilled work involving set procedures and rules but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Impact of decisions is minor – affects only those in immediate work area.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

Appropriate State of Florida professional certification as required and applicable in the form of a 3 or 5 year Certificate in Athletic Coaching (K-12) or a Temporary or Professional Educator's Certificate

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Appropriate State of Florida professional certification as required and applicable.

CPR/First Aide Certification Preferred.

Experience Requirements:

Experience and/or Professional engagement in the target sport is preferred

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AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

Requires light work involving standing or walking some of the time, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating office equipment.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position may be exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, disease/pathogens.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Athletic Director

Supervises:

None

PAY GRADE: From: 12701 To: 12725

Number of Months: Number of Days: Hours:

Non-Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

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Board Approved 3/18/2016