



SHASTA UNION HIGH SCHOOL DISTRICT

2200 Eureka Way
Redding, CA
(530) 241-3261



ANNOUNCEMENT OF WINTER COACHING POSITIONS ENTERPRISE HIGH SCHOOL 2018/19 SCHOOL YEAR

April 19, 2018
4:30 PM

POSITIONS:

**Frosh Boys Basketball
Assistant Varsity Boys Basketball
Frosh/Soph Girls Basketball**

**Head Varsity Girls Basketball
Assistant Varsity Girls Basketball
Frosh Girls Basketball
Frosh/Soph Girls Basketball**

**Head Varsity Boys Soccer
Frosh/Soph Boys Soccer**

Frosh/Soph Girls Soccer

Assistant Wrestling

Cheerleading Advisor

Application Deadline-April 26, 3:00 PM OR Until filled

SALARY AND TERMS OF SERVICE:

Compensated Extra Duty Salary Schedule

APPLICATION PROCEDURES:

All applicants (current employees and outside candidates) must submit a Coaching Application to the Human Resources Department. Application available @ www.suhsd.net OR www.edjoin.org

For more information contact Kevin Greene at 222-6601, ext. 12503

REQUIREMENTS: Coaching Experience, Valid CPR/First Aid, TB and Fingerprinting Clearance, Online Coaching Courses. See Job Descriptions.

The Shasta Union High School District is an Affirmative Action, Equal Opportunity employer. The District does not discriminate based on race, creed, color, ethnicity, sex, age or handicap. Diverse applicants are encouraged to apply.

AMERICANS WITH DISABILITIES ACT

Auxiliary aids and services include a wide range of services and devices that promote effective communication for individuals with disabilities. If you require such assistance, please notify this office as soon as possible. We will make every effort to give primary consideration to expressed preferences, or provide equally effective means of communication to ensure equal access to Shasta Union High School District programs and events. Meeting the announced requirements does not guarantee inclusion into the selection process. Arrangements may be made to accommodate applicants with disabilities. For arrangements, please inform the Human Resources Department in writing or by telephone before the filing deadline posted on this bulletin.

Shasta Union High School District
Job Description

Job Title: Varsity Head Coach– High School
Reports To: Principal/Athletic Director/Athletic Administrator

JOB SUMMARY

Under the direction of the Principal, Athletic Administrator and Athletic Director, this position has the responsibility to coach with a comprehensive high school program where the primary focus will be mentoring, training, coaching, and coordinating aspects of a high school athletic program while the total development of the student-athlete is the highest priority.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Instructs and demonstrates skill sets and techniques necessary for individual and team achievement.
3. Plans and sets-up, in conjunction with the Athletic Director and Assistant Principal, activities,
Practices and game schedules.
4. Maintains site facility for safety, etc.
5. Assures a certified coach is present at all practices and games.
6. Develops appropriate training programs and practice schedules.
7. Ensures that proper cleaning, storage, and maintenance of all athletic equipment and uniforms and updated inventories are adhered to.
8. Arranges, in conjunction with the Athletic Director, transportation for athletic participants.
9. Arranges hotel room reservations for all overnight events except State competitions.
10. Travels with student athletes on the team bus both to and from games.
11. Adheres to all financial policies of the District in regard to the collection and disbursement of money, expenses, and receipts.
12. Makes recommendations regarding the purchase of uniforms, equipment and supplies.
13. Maintains necessary records and completes required paperwork and team statistics in a specified time and manner.
14. Ensures that proper form(s) (insurance, attendance, medical) are obtained and current.
15. Ensures that all student athletes are eligible, insured, have paid their fees, and are in good physical condition from the beginning to the end of the season.
16. Enforces discipline policies and emphasizes sportsmanship and healthy lifestyles.
17. Ensures supervision of students in locker rooms, at home and away games, and ensures appropriate behavior.
18. Checks and secures all office, storage room, outside doors, locker rooms and all lights after last player leaves after games and practices (Head Coach may delegate this responsibility to an Assistant Coach).
19. Ensures that appropriate rules and regulations regarding the conduct and eligibility of athletic activities and athletes are explained and followed.
20. Maintains a safe environment and facilities for student athletes at all times.
21. Ensures that medical and safety requirements are adhered to.
22. Completes District injury report for any student injured within 24 hours even if student athlete does not see physician.
23. Reports and secures approval from the Athletic Administrator of all adults associated with their sport.
24. Submits athlete rosters to the Athletic Administrator before the first practice, one week before the first game, any changes to student information on the roster, inventories (copy to

office secretary as well), final season statistics and alphabetical list of award winner immediately following the season (list includes number of awards earned and the class of the athlete.).

25. Consults with Athletic Director and Athletic Administrator regarding any off-season training programs.
26. Assigns duties to all assistant coaches under his/her jurisdiction; including pre-season practice sessions.
27. Interacts thoughtfully and courteously with students, staff, parents, fellow coaches, and officials and resolves conflict in a professional manner.
28. Appropriately maintains and secures confidential records and inquiries.
29. Professionally represents the school and the District in interactions with students, parents, community, staff and the media.
30. Attends or delegates attendance of Assistant Coach to all League Coaches meetings.
31. Maintains appropriate certifications and training hours as required.
32. Attends work regularly and is punctual.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings and staff meetings, as needed.
2. Sanitizes and cleans equipment.
3. Inspects facilities and athletic fields for health and safety concerns.
4. Chaperones/supervises athletic events, as needed.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

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.

Education and/or Experience: Successful (recent) experience in the program in which applying (within last five (5) years) (desirable); Experience working directly with collegiate and/or public school districts (desirable); Must have demonstrated ability to lead young adults in an athletic setting, working knowledge of CIF rules/regulations, effective oral and written communication, and strong organizational skills. Demonstrate experience working with young adults in a positive environment.

Interpersonal Skills: Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrate ability to successfully coach, lead and/or motivate adolescent students.

Knowledge of: Appropriate laws on The Operating Principles of the CIF & District athletic rules and responsibilities for athletes and coaches; Effective management and leadership skills; Effective skills in the areas of communication and interpersonal skills; Importance of treating individuals with dignity and respect; Oral and written communication skills.

Licenses/Testing: Be current in all District coaching requirements upon signing the coaching contract from the Human Resources department.

Other Skills and Abilities: Demonstrates knowledge of child growth and development at each level of instruction and of the social, emotional, physical and cognitive development of adolescent students. Demonstrated ability to participate in physically demanding athletic activities; possesses knowledge of effective behavior management methods; ability to exercise good judgment and work in a dynamic environment.

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 regularly required to talk or hear. The employee is frequently required to walk; run; jump; stretch; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 100 pounds. The employee may occasionally climb stairs, ropes or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision. The employee must have the ability to demonstrate proper techniques and skills needed for athletic participation.

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 work environment is at all athletic facilities and events. The noise level in the work environment is usually moderate but occasionally high depending upon student population and activities. The employee may be regularly exposed to wet/humid and/or outdoor weather conditions. The employee may be exposed to bodily fluids and/or bloodborne pathogens.

OTHER

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.

**Shasta Union High School District
Job Description**

Job Title: Assistant Coach– High School
Reports To: Principal/Athletic Director/Athletic Administrator

JOB SUMMARY

Under the direction of the Principal, Varsity Head Coach, Athletic Administrator and Athletic Director this position has the responsibility to assist the varsity head coach with a comprehensive high school program where the primary focus will be to support the varsity head coach in mentoring, training, coaching, and coordinating aspects of a high school program while the total development of the student-athlete is the highest priority.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

The Assistant Coach provides site-wide support in the following areas:

1. Assists with organization, direction, and implementation of all phases of a highly competitive high school program including practice sessions, recruitment, counseling, training and conditioning.
2. Assists with directing and coaching the program according to California Interscholastic Federation (CIF) standards, rules and regulations; Adheres to the Operating Principles of the CIF, as well as the Code of Ethics for Coaches; Communicates and facilitates an environment where assistant coaches and student-athletes adhere to the CIF Code of Ethics for Coaches and Athletes.
3. Foster among the participants and spectators an appreciation of the values of athletics, a desire to win, an attitude of good sportsmanship, and a sense of pride in self, team, school, and community.
4. Monitors the academic performance of student-athletes and intervenes when expectations are not met by conferring with the site administration, athletic director, counseling staff, teacher(s) and/or parents.
5. Assists with the regular communication to students, parents, faculty, high school coaches, and NCAA/collegiate officials.
6. Demonstrates awareness, commitment, and adherence to League rules.
7. Actively participates in athletic department fund raising and public relations events.
8. Professionally represents the school site in media interviews, speaking engagements, and community service projects; Regularly attends school site athletic functions.
9. Has a high visibility throughout the site and District, as well as strong, collaborative interpersonal skills.
10. Works collaboratively with the Superintendent, Governing Board members, Cabinet, District office staff members, principal, faculty, staff and parents utilizing courtesy, tact, and diplomacy.
11. Establishes and maintains effective, cooperative working relationships with those contacted in performance of duties; Maintains the confidentiality of information used in personnel issues and/or District functions.
12. Works cooperatively with the head coach and athletic director to assure all students are properly cleared through the athletic director's office; Works cooperatively with athletic coaches in order to operate a well-balanced athletic program.
13. Assists with the direction of training, conditioning, and performance of the athletic team.
14. Acts as a positive influence upon the behavior of members of his/her athletic staff and teams.
15. Attends and personally directs the team at athletic contests and be present at all athletic competitions as directed by the head coach.
16. Responsible for the supervision of his/her athletes at all practice and competitions that shall comply with all applicable CIF regulations and district guidelines.
17. Recommends to the head coach the type and amount of equipment and supplies needed to conduct the program; Responsible for the inventory and care of equipment.
18. Advises the head coach and athletic director of the condition of athletic facilities and needs for their preparation and maintenance; Shall keep the facilities, team room, locker room, and weight room in a clean, orderly, attractive manner at all times; Assists the head coach and athletic director with the coordination of the program and the usage of school facilities/grounds by school and community groups.

19. Assists the head coach to encourage the development of school business partnerships/community agencies; Assists the head coach to monitor and ensure parent/booster clubs are consistent with fiscal guidelines/regulations as well as their intended purpose to support students; Works closely with the head coach and Booster Club parents to coordinate activities.
20. Assists the head coach/athletic director to ensure that lists of all players eligible for athletic contests are prepared and maintained under rules of the CIF.
21. Ensures proper clearance through the Personnel Support Services division (prior to any contact with students) inclusive of all pre-employment athletic coaching requirements.
22. Recommends to the head coach/athletic director the removal of athletes from the team(s) when behavior expectations, training, and/or eligibility regulations have not been met.
23. Assists the head coach to ensure all fund raising activities are compliant with CA law.
24. Establishes a communication network with other District/County-wide assistant coaches.
25. Supervises the program (personnel/students) and shall report inappropriate actions, safety concerns, and/or behavior inconsistent with District Board Policy to the head coach/athletic director .
26. Ensures all student-athletes have undergone and passed medical examinations before the regular practice season begins; Assists the head coach to develop alumni relations for the promotion of the program.
27. Assists the head coach to advise the athletic director as to the preparation of schedules for his/her respective sport, as well as to the selection and performance evaluations of game officials.
28. Assists the head coach to organize a system for encouraging students to try out for his/her team and to recruit student manager(s), score keepers, statisticians, ball runners, etc. for all teams.
29. Collects and keeps on file records, statistics, news items, and photographs.
30. Recommends to the head coach/athletic director those students who qualify for a varsity letter.
31. Attends and participates in a variety of staff development and meetings.
32. Performs other duties as assigned by site administration, head coach, and/or athletic director.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings and staff meetings, as needed.
2. Sanitizes and cleans equipment.
3. Inspects facilities and athletic fields for health and safety concerns.
4. Chaperones/supervises athletic events, as needed.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

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.

Education and/or Experience: Successful (recent) experience in the program in which applying (within last five (5) years) (desirable); Experience working directly with collegiate and/or public school districts (desirable); Must have demonstrated ability to lead young adults in an athletic setting, working knowledge of CIF rules/regulations, effective oral and written communication, and strong organizational skills. Demonstrate experience working with young adults in a positive environment.

Interpersonal Skills: Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrate ability to successfully coach, lead and/or motivate adolescent students.

Knowledge of: Appropriate laws on The Operating Principles of the CIF & District athletic rules and responsibilities for athletes and coaches; Effective management and leadership skills; Effective skills in the areas of communication and interpersonal skills; Importance of treating individuals with dignity and respect; Oral and written communication skills.

Licenses/Testing: Be current in all District coaching requirements upon signing the coaching contract from the Human Resources department.

Other Skills and Abilities: Demonstrates knowledge of child growth and development at each level of instruction and of the social, emotional, physical and cognitive development of adolescent students. Demonstrated ability to participate in physically demanding athletic activities; possesses knowledge of effective behavior management methods; ability to exercise good judgment and work in a dynamic environment.

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 regularly required to talk or hear. The employee is frequently required to walk; run; jump; stretch; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 100 pounds. The employee may occasionally climb stairs, ropes or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision. The employee must have the ability to demonstrate proper techniques and skills needed for athletic participation.

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 work environment is at all athletic facilities and events. The noise level in the work environment is usually moderate but occasionally high depending upon student population and activities. The employee may be regularly exposed to wet/humid and/or outdoor weather conditions. The employee may be exposed to bodily fluids and/or bloodborne pathogens.

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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.

Assistant Coach –High School
Board Approved 1/12/16

Job Description

Job Title: Frosh Coach– High School
Reports To: Principal/Athletic Director/Athletic Administrator/ Head Coach

JOB SUMMARY

Under the direction of the Principal, Head Coach, Athletic Administrator and Athletic Director, this position has the responsibility to coach with a comprehensive high school program where the primary focus will be mentoring, training, coaching, and coordinating aspects of a high school program while the total development of the student-athlete is the highest priority.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Instructs and demonstrates skill sets and techniques necessary for individual and team achievement in baseball.
3. Plans and sets-up, in conjunction with the Athletic Director and Assistant Principal, activities, Practices and game schedules.
4. Maintains site facility for safety, etc.
5. Assures a certified coach is present at all practices and games.
6. Develops appropriate training programs and practice schedules.
7. Ensures that proper cleaning, storage, and maintenance of all athletic equipment and uniforms and updated inventories are adhered to.
8. Arranges, in conjunction with the Athletic Director, transportation for athletic participants.
9. Arranges hotel room reservations for all overnight events except State competitions.
10. Travels with student athletes on the team bus both to and from games.
11. Adheres to all financial policies of the District in regard to the collection and disbursement of money, expenses, and receipts.
12. Makes recommendations regarding the purchase of uniforms, equipment and supplies.
13. Maintains necessary records and completes required paperwork and team statistics in a specified time and manner.
14. Ensures that proper form(s) (insurance, attendance, medical) are obtained and current.
15. Ensures that all student athletes are eligible, insured, have paid their fees, and are in good physical condition from the beginning to the end of the season.
16. Enforces discipline policies and emphasizes sportsmanship and healthy lifestyles.
17. Ensures supervision of students in locker rooms, at home and away games, and ensures appropriate behavior.
18. Checks and secures all office, storage room, outside doors, locker rooms and all lights after last player leaves after games and practices (Head Coach may delegate this responsibility to an Assistant Coach).
19. Ensures that appropriate rules and regulations regarding the conduct and eligibility of athletic activities and athletes are explained and followed.
20. Maintains a safe environment and facilities for student athletes at all times.
21. Ensures that medical and safety requirements are adhered to.
22. Completes District injury report for any student injured within 24 hours even if student athlete does not see physician.
23. Reports and secures approval from the Athletic Administrator of all adults associated with their sport

24. Submits athlete rosters to the Athletic Administrator before the first practice, one week before the first game, any changes to student information on the roster, inventories (copy to office secretary as well), final season statistics and alphabetical list of award winner immediately following the season (list includes number of awards earned and the class of the athlete.).
25. Consults with Athletic Director and Athletic Administrator regarding any off-season training programs.
26. Assigns duties to all assistant coaches under his/her jurisdiction; including pre-season practice sessions.
27. Interacts thoughtfully and courteously with students, staff, parents, fellow coaches, and officials and resolves conflict in a professional manner.
28. Appropriately maintains and secures confidential records and inquiries.
29. Professionally represents the school and the District in interactions with students, parents, community, staff and the media.
30. Attends or delegates attendance of Assistant Coach to all League Coaches meetings.
31. Maintains appropriate certifications and training hours as required.
32. Attends work regularly and is punctual.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings and staff meetings, as needed.
2. Sanitizes and cleans equipment.
3. Inspects facilities and athletic fields for health and safety concerns.
4. Chaperones/supervises athletic events, as needed.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

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.

Education and/or Experience: Successful (recent) experience in the program in which applying (within last five (5) years) (desirable); Experience working directly with collegiate and/or public school districts (desirable); Must have demonstrated ability to lead young adults in an athletic setting, working knowledge of CIF rules/regulations, effective oral and written communication, and strong organizational skills. Demonstrate experience working with young adults in a positive environment.

Interpersonal Skills: Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrate ability to successfully coach, lead and/or motivate adolescent students.

Knowledge of: Appropriate laws on The Operating Principles of the CIF & District athletic rules and responsibilities for athletes and coaches; Effective management and leadership skills; Effective skills in the areas of communication and interpersonal skills; Importance of treating individuals with dignity and respect; Oral and written communication skills.

Licenses/Testing: Be current in all District coaching requirements upon signing the coaching contract from the Human Resources department.

Other Skills and Abilities: Demonstrates knowledge of child growth and development at each level of instruction and of the social, emotional, physical and cognitive development of adolescent students. Demonstrated ability to participate in physically demanding athletic activities; possesses knowledge of effective behavior management methods; ability to exercise good judgment and work in a dynamic environment.

PHYSICAL DEMANDS

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While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; run; jump; stretch; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25

pounds and occasionally up to 100 pounds. The employee may occasionally climb stairs, ropes or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision. The employee must have the ability to demonstrate proper techniques and skills needed for athletic participation.

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 work environment is at all athletic facilities and events. The noise level in the work environment is usually moderate but occasionally high depending upon student population and activities. The employee may be regularly exposed to wet/humid and/or outdoor weather conditions. The employee may be exposed to bodily fluids and/or bloodborne pathogens..

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Job Title: Frosh/Soph Coach– High School
Reports To: Principal/Athletic Director/Athletic Administrator/ Head Coach

JOB SUMMARY

Under the direction of the Principal, Head Coach, Athletic Administrator and Athletic Director, this position has the responsibility to coach with a comprehensive high school program where the primary focus will be mentoring, training, coaching, and coordinating aspects of a high school program while the total development of the student-athlete is the highest priority.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Instructs and demonstrates skill sets and techniques necessary for individual and team achievement in baseball.
3. Plans and sets-up, in conjunction with the Athletic Director and Assistant Principal, activities, Practices and game schedules.
4. Maintains site facility for safety, etc.
5. Assures a certified coach is present at all practices and games.
6. Develops appropriate training programs and practice schedules.
7. Ensures that proper cleaning, storage, and maintenance of all athletic equipment and uniforms and updated inventories are adhered to.
8. Arranges, in conjunction with the Athletic Director, transportation for athletic participants.
9. Arranges hotel room reservations for all overnight events except State competitions.
10. Travels with student athletes on the team bus both to and from games.
11. Adheres to all financial policies of the District in regard to the collection and disbursement of money, expenses, and receipts.
12. Makes recommendations regarding the purchase of uniforms, equipment and supplies.
13. Maintains necessary records and completes required paperwork and team statistics in a specified time and manner.
14. Ensures that proper form(s) (insurance, attendance, medical) are obtained and current.
15. Ensures that all student athletes are eligible, insured, have paid their fees, and are in good physical condition from the beginning to the end of the season.
16. Enforces discipline policies and emphasizes sportsmanship and healthy lifestyles.
17. Ensures supervision of students in locker rooms, at home and away games, and ensures appropriate behavior.
18. Checks and secures all office, storage room, outside doors, locker rooms and all lights after last player leaves after games and practices (Head Coach may delegate this responsibility to an Assistant Coach).
19. Ensures that appropriate rules and regulations regarding the conduct and eligibility of athletic activities and athletes are explained and followed.
20. Maintains a safe environment and facilities for student athletes at all times.
21. Ensures that medical and safety requirements are adhered to.
22. Completes District injury report for any student injured within 24 hours even if student athlete does not see physician.
23. Reports and secures approval from the Athletic Administrator of all adults associated with their sport.

24. Submits athlete rosters to the Athletic Administrator before the first practice, one week before the first game, any changes to student information on the roster, inventories (copy to office secretary as well), final season statistics and alphabetical list of award winner immediately following the season (list includes number of awards earned and the class of the athlete.).
 25. Consults with Athletic Director and Athletic Administrator regarding any off-season training programs.
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MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings and staff meetings, as needed.
 2. Sanitizes and cleans equipment.
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SUPERVISORY RESPONSIBILITIES

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Knowledge of: Appropriate laws on The Operating Principles of the CIF & District athletic rules and responsibilities for athletes and coaches; Effective management and leadership skills; Effective skills in the areas of communication and interpersonal skills;

Importance of treating individuals with dignity and respect; Oral and written communication skills.

Licenses/Testing: Be current in all District coaching requirements upon signing the coaching contract from the Human Resources department.

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pounds and occasionally up to 100 pounds. The employee may occasionally climb stairs, ropes or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision. The employee must have the ability to demonstrate proper techniques and skills needed for athletic participation.

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 work environment is at all athletic facilities and events. The noise level in the work environment is usually moderate but occasionally high depending upon student population and activities. The employee may be regularly exposed to wet/humid and/or outdoor weather conditions. The employee may be exposed to bodily fluids and/or bloodborne pathogens.

OTHER

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.

Frosh/Soph Coach –High School
Board Approved 1/12/16

DEFINITION

The Cheer Coach will coordinate and supervise the cheerleader program for the school

DISTINGUISHING CHARACTERISTICS

The employee in this position is responsible for all activities relating to cheerleading. Provides the leadership and professional guidance necessary to insure the safety of students involved in the cheerleading activities.

SUPERVISION RECEIVED AND EXERCISED

Under the immediate direction of the site administrator/designee.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES – *may include, but are not limited to, the following:*

Selection, training and guidance of students. Organizes the necessary training for the students prior to, during and following the selection to the position of cheerleader. Provides the direct and indirect supervision during the tenure of the elected student cheerleaders.

Establishes and communicates the rules and regulations governing the conduct of the cheerleader. Communicates regularly with parent/guardians the expectations and plans of the students involved in the activities. Identifies and resolves matters of communication with parents, staff and the students.

Supervision of students at interscholastic athletic activities. Coordinates the transportation of students to and from out-of-district interscholastic athletic activities. Provides supervision at all school-related activities at which the cheerleaders participate.

Supervises all cheerleading fund raising activities. Supervises the selection and payment of uniforms. Coordinates all financial accounting, utilizing the school comptroller.

Performs other duties as assigned by the principal/designee.

QUALIFICATIONS

Appearance, grooming, and personality which establish a desirable example for students.

Ability to meet

District standards for physical and mental health. Ability to meet District expectations for the conduct of students prior to, during and following school activities. Interest and commitment to provide the guidance necessary in the conduct of these activities. The ability to communicate effectively with students and parents. The ability to tactfully reinforce school behavior with a degree of patience, good humor and flexibility. Appropriate social medial contact.

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 regularly required to talk or hear. The employee is frequently required to walk; run; jump; stretch; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms.

The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 100 pounds. The employee may occasionally climb stairs, ropes or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision. The employee must have the ability to demonstrate proper techniques and skills needed for athletic participation.

EDUCATION AND EXPERIENCE

Knowledge of first aid, CPR, emergency procedures and other CIF requirements.
Experience in cheerleading is desirable.

LICENSE AND CERTIFICATES

Valid California Driver's License