

**Delton Kellogg Schools**  
327 N. Grove Street  
Delton, MI 49046

**Position Description**  
**Assistant Coach – High School and Middle School Athletics**

<b>POSITION TITLE:</b>	Assistant Coach	
<b>DEPARTMENT:</b>	High School and Middle School Athletics	
<b>REPORTS TO:</b>	Head Coach and Athletic Director	
<b>PREPARED BY:</b>	Superintendent's Office	<b>DATE:</b> 7/09/2018

**SUMMARY**

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

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Coaches individual participants in the skills necessary for excellent achievement in the sport involved.
- Plans and schedules a regular program of practice in season.
- Oversees the safety conditions of the facility or area in which assigned sport is conducted at all times that students are present.
- Maintains accurate statistics, records, and results of the season.
- Enforces discipline and sportsmanlike behavior at all times, and establishes and oversees penalties for breach of such standards by individual students.
- Maintains competency in rules, rule interpretations, meet procedures, coaching techniques, and general information about all aspects of the sport.
- Adheres to a highly efficient and technically sound program of injury prevention and follow up.
- Maintains necessary attendance forms, insurance records, medical records and similar paperwork.
- Accounts for all equipment or delegates the responsibility.
- Other duties as assigned by the Superintendent or his/her designee.

**SUPERVISORY RESPONSIBILITIES**

Supervises students of particular program.

***QUALIFICATION REQUIREMENTS:** 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**

Experience in physical education, coaching, first aid, CPR, and sports medicine. Prior coaching experience required.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students or employees of the district.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES**

Exhibit qualities of leadership and organizational ability and reflect a spirit of cooperation in working with staff and school administration. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to operate a personal computer and related software.

**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 frequently required to walk and stand. Occasionally the employee will sit and or run. The employee will frequently bend or twist at the trunk while performing the duties of this job. The employee will frequently squat, stoop, kneel, reach above the head, reach forward and repeat the same hand motion many times while performing the duties of the job. The employee occasionally will be required to lift and/or push up to 50 lbs.

The specific vision requirements of the job include good depth perception and occasionally being able to see objects/persons at a distance. While performing the duties of the job the employee frequently is required to hear conversation in a quiet as well as a noisy environment and be able to tell where a sound is coming from. The employee must be able to communicate to the team in order to give directions.

**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.*

While performing the duties of this job, the employee will continuously work inside or outside depending on the sporting event. Occasionally the employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety, well-being and work output of others. The noise level in the environment is usually moderate.

**Reports To:** Athletic Director

**Fall Sports Season Begins:** August 6, 2018

**Deadline:** Until Filled

The final candidate for this position will be required to furnish Delton Kellogg Schools (at your cost) with a current Michigan State Police and FBI criminal records check prior to our recommendation to hire.

Interested applicants should fill out an application and send a letter of interest and resume to:

Michael R. Mohn, CAA, Athletic Director  
Delton Kellogg High School  
10425 Panther Pride Drive  
Delton, MI 49046  
Phone: (269) 623-1524  
Fax: (269) 623-1150

*Delton Kellogg School District is an Equal Opportunity Employer and does not discriminate in its educational policies on the basis of religion, race, color, sex, national origin or handicap of any individual.*

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*