

**PLYMOUTH COMMUNITY SCHOOL CORPORATION  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Girls Track Assistant Coach
<b>EXEMPT:</b>	Yes
<b>SALARY LEVEL:</b>	Per Master Contract
<b>LOCATION:</b>	Plymouth Community High School
<b>REPORTS TO:</b>	Athletic Director and/or Girls Varsity Track Head Coach
<b>LENGTH OF WORK:</b>	Pre-season, season, and post-season of the activity during the year.

**ESSENTIAL FUNCTIONS** include the following. Other duties may be assigned.

- I. Basic Functions**
  - A. To provide leadership, supervision and organization as specified by the head coach.
  - B. To assist in carrying out the objectives of the total athletic program.
  
- II. General Responsibilities**
  - A. Assist with the objectives of the track program.
  - B. Attend clinics & workshops to stay abreast of new ideas and techniques.
  - C. Be knowledgeable of school rules and regulations.
  - D. Be knowledgeable of track rule changes
  - E. Know, follow and implement established rules and regulations of IHSAA.
  - F. Assist in the inventory, care and maintenance of equipment and uniforms.
  
- III. Season**
  - A. Assist managers on proper care of equipment, facilities and other assigned duties.
  - B. Assume responsibility of supervisory control over phases of track assigned by head coach.
  - C. Organize the practice time allotted to develop the athlete's greatest potential.
  - D. Apply discipline in a firm and positive manner in accordance with school policy.
  - E. See that facility regulations are understood and enforced.
  - F. Emphasize safety precautions and use accepted training and injury procedures.
  - G. Conduct oneself in an ethical manner during practices and contests.
  - H. Assist head coach with organization of home meets.
  - I. Assist head coach with timing, splits and finish times.
  - J. Supervise dressing rooms, facilities when assigned.
  - K. Submit recommendations to head coach on improvements of the total track program.
  - L. Assist with team and individual records, awards and goals.
  - M. Assume those duties delegated by the head coach.
  - N. Evaluate post-season and goals for next season.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential function 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:**

Certified teacher and employment with the Plymouth Community School Corporation if required by the IHSAA; or related experience and/or training.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid state driver's license - operator permit

**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 athletes, school officials, parents, and the press.

**MATHEMATICAL SKILL:**

Ability to work with mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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 frequently is required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and taste or smell.

The employee must be physically able to demonstrate the sport or activity, including lifting all equipment as required by the activity. This is to include games and practice.

The employee must have the physical stamina to be able to handle the hours and physical stress of the sport during contests and practices.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee should be able to use the machines, tools, equipment, and work aids which may be representative of those commonly associated with this type of work.

**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 noise level in the work environment is usually loud.

The work environment may be indoors and/or outdoors.

There are no environmental hazards indicated for this position.

**TERMS OF EMPLOYMENT:**

Pre-season, season, and post-season of the activity during the year. Salary as per Master Contract.

**EVALUATION:**

Annually.

*Revised 1/19/01*