

**PLYMOUTH COMMUNITY SCHOOL CORPORATION  
JOB DESCRIPTION**

---

**JOB TITLE:** Varsity softball Assistant Coach

---

**EXEMPT:** Yes  
**SALARY LEVEL:** Per Master Contract  
**LOCATION:** Plymouth Community High School  
**REPORTS TO:** Athletic Director and/or Varsity Softball Head Coach  
**LENGTH OF WORK:** Pre-Season, Season, and Post-Season of the activity during the year.

---

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

- I. General Duties**
  - A.** Participate in pre-season conditioning of not coaching another sport.
  - B.** Attend clinics.
  - C.** Assist head coach in inventory and preparation of equipment for coming season.
  - D.** Assist head coach whenever required.
  
- II. Season**
  - A.** Attend and assist all practices as designated by head coach.
  - B.** Assist in supervision of the locker room, proper conduct by players and use of equipment.
  - C.** Pay officials before all home games.
  - D.** Will be responsible for referring all injured players for treatment in conjunction with the trainer and team doctor. Possibly tape injured players before games and practices.
  - E.** Insure the team's first aid kit is properly equipped.
  - F.** Oversee that ice water, cups, first aid kit, and equipment bags make it to every game.
  - G.** Will have the equal authority with head coach on discipline and team problems. Should report any such problems to the head coach.
  - H.** Assist in keeping score or statistics during a game as specified by the head coach.
  - I.** See that uniforms are issued to players at game time and collected for laundering after games.
  - J.** Make a presentation at the awards program after the 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 is 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*