

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE:	Varsity Baseball – Assistant Coach
EXEMPT:	Yes
SALARY LEVEL:	Per Master Contract
LOCATION:	Plymouth Community High School
REPORTS TO:	Athletic Director / Head Varsity Baseball Coach
LENGTH OF WORK:	Per-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, if possible.
- B. Join coaches Association and attend clinics.
- C. Assist head coach in inventory and preparation of equipment for the coming season.
- D. Assist Varsity coach wherever and whenever needed.

II. SEASON (MID MARCH - JULY)

- A. Attend all practices. In our case, take complete control of practice sessions if head coach is not able to be there. Sometime A.D. responsibilities make this necessary.
- B. Assist in practice - major responsibilities: first and third baseman, outfielders, bunting, base running, pitching machine and fungoeing. The Varsity assistant will be in total charge of our defense during the games. He will also be responsible for our in-season weight lifting program. He will be our first base coach during games.
- C. If necessary, he will attend some practices of the J.V. team to assist that coach on what we expect fundamentally from our players.
- D. Assist the other coaches in locker room supervision.
- E. He will pay all officials before or after the games.
- F. He will be responsible for field preparation and press box duties.
- G. He will make out all starting lineup cards and be responsible for copies to necessary people.
- H. He will, along with the other two coaches, be responsible for referring all injured players for treatment in conjunction with our trainer and team doctor.
- I. He will have the equal authority with the head coach on discipline and team problems. He should report any such problems to the head coach.
- J. He will assist in the summer program wherever needed. In the past few years, we have had enough players to run two summer teams.
- K. Most years he will handle all of the Varsity statistics, keeping them current and making the final statistics sheet.

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 frequently required to talk and 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.

TERMS OF EMPLOYMENT:

Pre-season, Season, and Post-season of the activity during the year.

EVALUATION:

Annually

Revised 1/19/01