

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE:	Assistant Varsity Cross Country Coach
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EXEMPT:	Yes
SALARY LEVEL:	Per Master Contract
LOCATION:	Plymouth Community High School
REPORTS TO:	Athletic Director / Head Varsity Cross Country 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.

Duties will be assigned as outlined in this description. The duties will include working with both the girls and boys teams as daily schedules require.

Equipment	Issue and collect equipment.
First Aid	Be alert to the physical needs of each athlete. Aid in the daily treatment of athletes requiring treatment of therapy. Help maintain a log of all injuries and treatment.
Publicity	Maintain a positive public image for the sport. Share information about the sport within the school community.
Recruitment	Aid the head coach in filling the team rosters.
Preseason	Encourage athletes to prepare for the coming season. Help in the preseason organization of the teams.
Requirements	All IHSAA, rules and coaches rules shall be maintained at all times. Enforce all rules fairly.
Training	Aid the head coach in establishing the training routine. Supervise a team of group of runners each day.
Meets	Assist athletes in preparing for their race. With the aid of managers record all finish times and required splits. Share in responsibility of maintaining proper behavior for both athletes and himself or herself.
Awards	Aid in the organization of a suitable awards program at the conclusion of the season.
Course	Help maintain and certify the home course. Erect and dismantle the chute at home meets.
Parents	Parental communication is vital to the program. Write, telephone, or make personal contact when necessary.
Camp	If a preseason camp is established specific assignments will be made as the requirements of the camp dictate.

Absence Will temporarily perform the duties and accept the responsibilities of the head coach in his absence.

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:

Preseason, Season, and Post-season of the activity during the year. Salary as per Master Contract.

EVALUATION:

Annually

Revised 2/6/01