

**PLYMOUTH COMMUNITY SCHOOL CORPORATION  
JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>Junior High 7<sup>th</sup> Grade Girls Track Coach</b>
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<b>EXEMPT:</b>	<b>Yes</b>
<b>SALARY LEVEL:</b>	<b>Per Master Contract</b>
<b>LOCATION:</b>	<b>Plymouth Community Junior High School</b>
<b>REPORTS TO:</b>	<b>Athletic Coordinator, Principal, and Assistant Principal</b>
<b>LENGTH OF WORK:</b>	<b>Pre-Season, Season, and Post-Season of the activity during the year.</b>

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

- I. Pre-Season**
- A. Call a meeting of all interested athletes. Try not to interfere with other sports.
  - B. Check to make sure all physicals have been turned in to the main office. Legally you are not to allow a student to practice without a physical.
  - C. Distribute and explain insurance forms, if applicable.
  - D. Explain your expectations on academic eligibility for Lincoln Junior High athletes. Note: Your personal expectations should conform as much as possible. However, your expectations may be more stringent. This must be clearly understood by all team members. Put it in writing.
  - E. Explain your procedure for cuts if they are to be made. Potential team members want and need to know how and when you will cut.
  - F. After the team is selected, explain the athletic code and turn signed cards in to the Athletic Coordinator.
  - G. Furnish all team members and their parents with a practice schedule as soon as possible. Give a copy to the office.
  - H. Select, instruct and assist student managers in fulfilling their responsibilities, i.e., clock, book, etc.
  - I. Turn in to office a list of all team members with uniform numbers for inclusion on a program. Make sure you include managers. You are responsible for updating this list as needed.
- II. Season**
- A. Be responsible for all matters pertaining to the organization and administration of your sport.
  - B. Direct/assist assistant coaches in fulfilling their duties and your expectations.
  - C. Insure that all team members have on file an athletic physical and a signed code of conduct card prior to the first inter-school competition. The Athletic Coordinator will file cards and physicals.
  - D. Issue equipment in accordance with established procedures. Keep accurate inventory of equipment/uniforms. Instruct your team members on proper uniform care. Uniforms/items purchased by the athletic department are not to be worn at any functions or events other than school sponsored athletic events in which they are participating.
  - E. Take care of all injuries as soon as they occur. Do not allow the athlete to practice or play if there is a possibility of further complications due to the injury. All injuries should be properly documented on the appropriate forms and submitted to the Athletic Coordinator or Principal as soon as possible.
  - F. Be interested in and loyal to the school's programs. Support the total athletic program as well as the total educational process.
  - G. Insure that each individual has completed ten (10) practices prior to competition in an inter-school contest. Only one practice may be counted for any one day.

- H. Personally check grades of all team members and comply with the academic eligibility rule if applicable.

**III. Post-Season**

- A. Collect and inventory all equipment/uniforms. Complete minor repairs needed on uniforms/equipment or refer them to the Athletic Coordinator prior to storage for the off-season.
- B. Submit a team listing of members and managers to the Athletic Coordinator for the awards program.
- C. Summarize and file team and/or individual statistics or records. If you will not coach the following year(s), make sure the Athletic Coordinator has access to these records. Records that are displayed in the school (i.e. track) should be updated annually as required.
- D. Contact the local news media and arrange for an end-of-season picture and/or article. Check with the yearbook sponsor if you have not already fulfilled their requirement (yearbook picture).

Starting practice dates will vary yearly, but will generally not be prior to three (3) weeks before the week of the first game or meet.

**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 moderate to loud.**

**The working environment is mainly indoors other than routine errands.**

**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 2/6/01*