

**CLEVELAND HEIGHTS – UNIVERSITY HEIGHTS SCHOOL DISTRICT
Department of Athletics**

Position: Assistant Track Coach (Middle School)

Reports to: Head Coach/Athletic Director/Principal

Employment Status: Regular/Part-time

Description: To assist the Head Coach with the implementation of the varsity program. To help organize practices, review game strategies and deal with student athletes

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Ensure the proper conduct and actions of team players at all times
- Assist with issuing equipment and keep accurate records of all equipment issued
- Assist with collection, inventory, distribute and procure all equipment
- Assist with assignment of lockers and oversee the condition of the locker room
- Attend coaches meetings
- Assist players in the care and prevention of injuries
- Attend rules interpretation meetings as appropriate
- Assist with instruction of players in the proper use of strength training equipment, training and nutrition
- Assist with preparation of facilities for all practice sessions
- Assist with schedule, plan and conduct all practice sessions and scrimmages
- Assist with development and enforce training rules
- Assist with organization of filming of all games
- Assist with presentation and discussion of films from previous games/scrimmages
- Assist with review and evaluate all game films
- Assist with schedule and conduct meetings to discuss future opponents
- Assist with communication with classroom teachers to determine the academic achievement level of each player
- Assist with participation in awards program
- Assist with instruction and supervision of managers in game and practice preparation
- Assist with evaluation of players after each game and at the end of the season
- Assist with supervision of player conditioning
- Check, repair and fit equipment
- Supervise players in daytime practices, meetings, lunch and locker room activities
- Supervise players on bus trips to away games/scrimmages
- Assist with preparation of offensive and defensive strategies
- Attend varsity games
- Participate in public relations activities

- Attend clinics, camps and seminars
- Attend off-season physical conditioning
- Maintain respect at all times for confidential information, e.g., playbacks, scouting reports, etc.
- Interact in a positive manner with staff, students and parents and officials
- Promote good public relations by personal appearance, attitude and conversation
- Attend meetings and in-services as required
- Travel to and from games
- Report injuries to head coach or athletic trainer
- Teach proper techniques and fundamentals

Other Duties and Responsibilities:

- Assist head coach with players to meet necessary requirements regarding insurance, physicals, emergency medical card, eligibility forms, and athletic waivers
- Record attendance at practices
- Serve as a role model for students
- Interact with Superintendent and/or Board of Education and present information as requested
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned by the Head Coach and/or athletic director

Qualifications:

- Bachelor's degree with team sport courses preferred
- CPR certification within four weeks of employment
- Pupil activity certification including Fundamentals of Coaching and Concussion Management certifications
- Alternative to the above qualification as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Ability to recognize and treat minor athletic injuries
- Knowledge of the specific sport
- Ability to teach specific sports techniques in a safe manner
- Annual hazardous materials training
- Annual bloodborne pathogens training

Equipment Operated:

- Telephone
- Computer/printer
- Copier
- Motor vehicle
- Calculator
- Television

- VCR
- Camcorder
- Weight equipment
- Sport specific equipment

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids and tissue
- Occasional operation of a vehicle
- Occasional interaction among unruly children
- Occasional requirement to travel
- Frequent evening/weekend/summer work
- Occasional requirement to perform duties in inclement weather conditions, e.g., snow, rain, heat, cold, etc.
- Occasional requirement to operate school district vehicle

The job functions listed above are intended to outline the essential functions typically performed by individuals who are in this job title. This description is not intended to be all-inclusive nor to prevent supervisors from assigning other tasks of a similar nature or level of responsibility.