



# The School Board of Polk County

<http://www.polk-fl.net>

## Job Description

Position Title: Athletic Coach

FLSA Status: Non-Exempt

Salary Grade, if non-union: N/A

Pay Grade, if union: N/A

Non-Union or Specific Collective Bargaining Agreement: Non-Union

### Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

### Custom Job Purpose:

This position exists to teach students the physical skills required to play sports while positively influencing the attitudes and behaviors of players, students and the community.

### Essential Functions of this Job

Will teach the physical skills necessary to play sports. Will teach the values of cooperation, self-control and proper spirit of competition. Enforces policies and standards of behavior and sportsmanship formulated by the school district and the FHSAA. Provides fair and equal opportunities for all candidates. Establishes a rapport that encourages athletes to ask questions and seek advice. Plans and supervises practice sessions in keeping with the age and maturity of players. Prepares schedule under the direction of the athletic director and the District Director of Athletics. Establishes rules for proper use and care of athletic equipment. Assesses athletes to ensure physical condition is appropriate to the sport. Prepares a list of students for eligibility and presents to the athletic director. Secures proper documents from the sport team members and provides to the athletic director. Considers first the welfare of the students. Supervises all students associated with his/her activity, including ensuring all are picked up after practices and games.

### Non-Essential Functions of this Job

Performs other duties as assigned.

### Knowledge, Skills and Abilities:

Knowledge of FHSAA and county rules governing sports. Knowledge of game rules. Ability to work cooperatively with parents, students, school districts and agencies in providing services to students. Ability to develop concepts and ideas and relate both in oral and written form. Knowledge of child development.

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Must possess strong interpersonal skills and have the ability to work cooperatively and collaboratively with students, teams and groups. Must be able to work a flexible schedule to meet the needs of the position. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Must maintain Athletic Coaching certificate issued by DOE as required in state statute if the coach is not a certified teacher. A certified teacher is encouraged to add an Athletic Coaching Endorsement to his/her teaching certificate.

Work Context:

Requires sitting, standing, walking and moving about to coordinate work. Requires the use of athletic equipment appropriate to the sport. Requires face-to-face discussions and contact with individuals and teams. Requires work with students, internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions at times, and outdoors with exposure to outdoor elements including weather changes, foliage, insects, etc. Requires sitting, standing and the ability to lift, carry, move and/or position objects frequently weighing more than 20 pounds.

Local Code: 0564

EEO5:

Approval Date: 2010-09-28

Date Last Revised:

*The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.*