



## **Job Description – PE Coach**

**Department:** Athletics/ Physical Education

**Job Status:** Full time

**FLSA Status:** Exempt

**Work Days:** 187

**Reports to:** Principal

### **POSITION SUMMARY**

Instruct or coach groups or individuals in the fundamentals of sports. Demonstrate techniques and methods of participation. May evaluate athletes' strengths and weaknesses as possible recruits or to improve the athletes' technique to prepare them for competition. Those required to hold teaching degrees should be reported in the appropriate teaching category. Teach courses in health specialties, such as veterinary medicine, dentistry, pharmacy, therapy, laboratory technology, and public health. Coach and train students in volleyball practices and games.

### **ESSENTIAL FUNCTIONS**

#### **Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Plan, organize, and conduct practice sessions.
- Provide training direction, encouragement, and motivation in order to prepare athletes for games, competitive events, and/or tours.
- Identify and recruit potential athletes, arranging and offering incentives such as athletic scholarships.
- Plan strategies and choose team members for individual games or sports seasons.
- Plan and direct physical conditioning programs that will enable athletes to achieve maximum performance.
- Adjust coaching techniques, based on the strengths and weaknesses of athletes.

- File scouting reports that detail player assessments, provide recommendations on athlete recruitment, and identify locations and individuals to be targeted for future recruitment efforts.
- Keep records of athlete, team, and opposing team performance.
- Instruct individuals or groups in sports rules, game strategies, and performance principles, such as specific ways of moving the body, hands, or feet, to achieve desired results.
- Analyze the strengths and weaknesses of opposing teams to develop game strategies.
- Evaluate athletes' skills and review performance records to determine their fitness and potential in a particular area of athletics.
- Keep abreast of changing rules, techniques, technologies, and philosophies relevant to their sport.
- Monitor athletes' use of equipment to ensure safe and proper use.
- Develop and arrange competition schedules and programs.
- Explain and enforce safety rules and regulations.
- Serve as organizer, leader, instructor, or referee for outdoor and indoor games, such as volleyball, football, and soccer.
- Explain and demonstrate the use of sports and training equipment, such as trampolines or weights.
- Perform activities that support a team or a specific sport, such as meeting with media representatives and appearing at fundraising events.
- Arrange and conduct sports-related activities, such as training camps, skill-improvement courses, clinics, and pre-season try-outs.
- Select, acquire, store, and issue equipment and other materials as necessary.
- Other duties as assigned.

## **POSITION QUALIFICATIONS**

### **Competency Statement(s)**

- Accountability - Ability to accept responsibility and account for his/her actions.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Applied Learning - Ability to participate in needed learning activities in a way that makes the most of the learning experience.
- Autonomy - Ability to work independently with minimal supervision.
- Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Conflict Resolution - Ability to deal with others in an antagonistic situation.

- Creative - Ability to think in such a way as to produce a new concept or idea.
- Decision Making - Ability to make critical decisions while following company procedures.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Empathetic - Ability to appreciate and be sensitive to the feelings of others.
- Ethical - Ability to demonstrate conducts conforming to a set of values and accepted standards.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Judgment - The ability to formulate a sound decision using the available information.
- Leadership - Ability to influence others to perform their jobs effectively and to be responsible for making decisions.
- Motivation - Ability to inspire oneself and others to reach a goal and/or perform to the best of their ability.
- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Persuasive - Ability to influence others to change position or to adopt a specific point of view.
- Presentation Skills - Ability to effectively present information publicly.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Tactful - Ability to show consideration for and maintain good relations with others.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

**Education:** Bachelor's Degree (four year college or university)

**Experience:** Six months to one year related experience

### **Certificates & Licenses**

Applicant must have a valid a teacher certificate or must be in the process of acquiring such certification.

**Other requirements:** Must have satisfactory outcome of background and fingerprinting check, and drug screening prior to starting employment

### **PHYSICAL DEMANDS**

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, some travel within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions.

**WORK ENVIRONMENT**

Work may be performed in a classroom environment in a controlled atmosphere building or outside.

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The School of Excellence in Education has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the District reserves the right to change this job description and/or assign tasks for the employee to perform, as the District may deem appropriate.