

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: May 2005

BUILDING:	Junior High School Building	BLDG.NO:
POSITION:	Activities Coordinator JH	JOB#:
REPORTS TO:	Principal	TYPE: Supplemental Limited
FSLA:	Exempt	STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Licensed/Certified teacher in the school where the activity occurs (preferred).
2. Apply for and hold a Pupil Activity Supervisor Permit. (CPR, First Aid, sports med)
3. Schedule all activities and athletic events including buses, games, and officials.
4. Prepare and execute the activity/athletic budget in accordance with state law.
5. Collect and deposit all funds according to state law.
6. Attend league meetings and building parent booster meetings monthly.
7. Order all necessary equipment and supplies.
8. Attend all home contests.
9. Monitor eligibility of student-athletes.
10. Collect and rectify all pay to participate, physical cards, codes of conduct, and assumption of risk.
11. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
12. Helps instill in students the belief in and practice of ethical principles and democratic values.
13. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
14. Conducts other duties related to this position as assigned by the Principal and/or designee.

SKILLS AND ABILITIES:

1. Licensed/Certified teacher in the school where the activity occurs (preferred).
2. Ability to relate with and inspire young athletes.
3. Ability to work effectively with parents, educators, and other coaches.
4. Willingness to invest the necessary time during the season.
5. Ability to make minor repairs on equipment.
6. Such alternative to the above qualifications as the Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Activities Coordinator JH

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

Superintendent or Designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Revised 5-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: August 2005

BUILDING:	Junior High School Building	BLDG.NO:
POSITION:	Basketball 7-8 Coach	JOB#:
REPORTS TO:	Principal	TYPE: Supplemental Limited
FSLA:	Exempt	STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Apply for and hold a Pupil Activity Supervisor Permit. (CPR, first aid, sports med)
2. Promote academic endeavors as primary for the student-athlete including the monitoring of weekly eligibility sheets, teacher communications, etc.
3. Comply with all fund raising guidelines and procedures.
4. Encourage students to participate in the program.
5. Account for the condition, inventory, labeling, distribution, and procurement of all equipment and uniforms.
6. Account for the assignment of lockers and the condition of the locker room.
7. Account for the collection of all fees, equipment, uniforms and fines.
8. Instruct and assist players in the care and prevention of injuries: taping techniques.
9. Have knowledge of, and observe, important dates set by the OHSAA such as Rules Interpretation meetings, no contact dates, and legal start dates for practices.
10. Instruct players in the proper use of the body-building equipment, training, etc.
11. Prepare outside facilities for all practice sessions – report maintenance needs to the Principal.
12. Schedule, plan and conduct all practice sessions and scrimmages.
13. Shall be accountable for player behavior during practice sessions, meetings, locker room activities, bus trips, and other activities under the auspices of the program.
14. Develop and enforce training rules.
15. Aid in the selection of assistant coaches.
16. Participate in Awards Program by distributing awards to players.
17. Attend and participate in Athletic Booster Club meetings when possible.
18. Evaluate players after each game and at the end of the season.
19. Encourage athletes to participate in other sports.
20. Provide physical cards and assure that they are returned and signed prior to permitting a student to participate. Shall be accountable for all players meeting necessary requirements pertaining to insurance and athletic waivers.
21. Attend clinics to improve sports knowledge.
22. Schedule meetings as needed with assistants.
23. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.

24. Helps instill in students the belief in and practice of ethical principles and democratic values.
25. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
26. Conducts other duties related to coaching as assigned by the Principal and/or designee.

SKILLS AND ABILITIES:

1. State of Ohio Teaching license/certificate (preferred-not required).
2. Demonstrated coaching capabilities and experience.
3. Knowledge of Basketball with emphasis on fundamentals.
4. Knowledge of training and conditioning techniques.
5. Ability to diagnose player strengths/deficiencies and prescribe corrective action.
6. Organizational and problem solving skills.
7. Ability to communicate ideas and directives effectively (orally and in writing).
8. Ability to relate with and inspire young athletes.
9. Ability to work effectively with parents, educators, and other coaches.
10. Willingness to invest the necessary time during the season.
11. Ability to make minor repairs on equipment.
12. Such alternative to the above qualifications as the Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Basketball 7-8 Coach

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Superintendent or Designee

Date

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Signature

Date

Revised 8-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: August 2005

BUILDING:	Junior High School Building	BLDG.NO:
POSITION:	Cheerleader 7-8 Coach	JOB#:
REPORTS TO:	Principal	TYPE: Supplemental Limited
FSLA:	Exempt	STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Apply for and hold a Pupil Activity Supervisor Permit. (CPR, first aid, sports med)
2. Promote academic endeavors as primary for the student-athlete including the monitoring of weekly eligibility sheets, teacher communications, etc.
3. Comply with all fund raising guidelines and procedures.
4. Complete all reports concerning activities and fund-raising.
5. Conduct fund-raising activities.
6. Be present at all cheerleading practices on school grounds.
7. Attend and supervise athletic events.
8. Work with the athletic director to coordinate cheerleading activities with other athletic events.
9. Organize an impartial and fair system of selecting new cheerleaders. Conduct tryouts.
10. Conduct practices – provide squad members instruction on routines and movements.
11. Attend all games that the squad cheers at.
12. Coordinate pep assemblies routines.
13. Work with cheerleaders in determining need for new uniforms or other accessories that might be essential. (Any financial requisitions must be approved by the Principal).
14. Assist with other activities closely related to cheerleading (pep assemblies, bonfires, raffles, etc.).
15. Attend and participate in awards program.
16. Attend local and state cheerleading conferences.
17. Schedule meetings as needed.
18. Confirm transportation arrangements with Principal, designee, or Transportation Supervisor. Keep track of uniforms and other cheerleading equipment.
19. Coordinate the design of spirit signs.
20. Conduct summer cheerleading camp.
21. Coordinate end-of-the-year recognition ceremony.
22. Assist varsity cheerleading advisor with promoting the program.
23. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.

24. Helps instill in students the belief in and practice of ethical principles and democratic values.
25. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
26. Conducts other duties related to position as assigned by the Principal and/or designee.
27. Encourage athletes to participate in other sports during the off season.
28. Organize an impartial system for selecting cheerleaders.

SKILLS AND ABILITIES:

1. State of Ohio Teaching license/certificate (preferred-not required).
2. Demonstrated coaching capabilities and experience.
3. Knowledge of cheerleading with emphasis on fundamentals.
4. Knowledge of training and conditioning techniques.
5. Ability to diagnose player strengths/deficiencies and prescribe corrective action.
6. Organizational and problem solving skills.
7. Ability to communicate ideas and directives effectively (orally and in writing).
8. Ability to relate with and inspire young athletes.
9. Ability to work effectively with parents, educators, and other coaches.
10. Willingness to invest the necessary time during the season.
11. Ability to make minor repairs on equipment.
12. Such alternative to the above qualifications as the Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Cheerleader 7-8 Coach

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Superintendent or Designee

Date

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Signature

Date

Revised 8-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: August 2005

BUILDING:	Junior High School Building	BLDG.NO:
POSITION:	Cross Country 7-8 Coach	JOB#:
REPORTS TO:	Principal	TYPE: Supplemental Limited
FSLA:	Exempt	STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Apply for and hold a Pupil Activity Supervisor Permit. (CPR, First Aid, sports med)
2. Promote academic endeavors as primary for the student-athlete including the monitoring of weekly eligibility sheets, teacher communications, etc.
3. Comply with all fund raising guidelines and procedures.
4. Encourage students to participate in the program.
5. Account for the condition, inventory, labeling, distribution, and procurement of all equipment and uniforms.
6. Account for the assignment of lockers and the condition of the locker room.
7. Account for the collection of all fees, equipment, uniforms and fines.
8. Instruct and assist players in the care and prevention of injuries: taping techniques.
9. Have knowledge of, and observe, important dates set by the OHSAA such as Rules Interpretation meetings, no contact dates, and legal start dates for practices.
10. Instruct players in the proper use of the body-building equipment, training, etc.
11. Prepare outside facilities for all practice sessions – report maintenance needs to the Principal.
12. Schedule, plan and conduct all practice sessions and scrimmages.
13. Shall be accountable for player behavior during practice sessions, meetings, locker room activities, bus trips, and other activities under the auspices of the program.
14. Develop and enforce training rules.
15. Participate in Awards Program by distributing awards to players.
16. Attend and participate in Athletic Booster Club meetings when possible.
17. Evaluate players after each meet and at the end of the season.
18. Encourage athletes to participate in other sports.
19. Provide physical cards and assure that they are returned and signed prior to permitting a student to participate. Shall be accountable for all players meeting necessary requirements pertaining to insurance and athletic waivers.
20. Attend clinics to improve sports knowledge.
21. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
22. Helps instill in students the belief in and practice of ethical principles and democratic values.

23. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
24. Conducts other duties related to coaching as assigned by the Principal and/or designee.

SKILLS AND ABILITIES:

1. State of Ohio Teaching license/certificate (preferred-not required).
2. Demonstrated coaching capabilities and experience.
3. Knowledge of cross country with emphasis on fundamentals.
4. Knowledge of training and conditioning techniques.
5. Ability to diagnose player strengths/deficiencies and prescribe corrective action.
6. Organizational and problem solving skills.
7. Ability to communicate ideas and directives effectively (orally and in writing).
8. Ability to relate with and inspire young athletes.
9. Ability to work effectively with parents, educators, and other coaches.
10. Willingness to invest the necessary time during the season.
11. Ability to make minor repairs on equipment.
12. Such alternative to the above qualifications as the Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Cross Country 7-8 Coach

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Superintendent or Designee

Date

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Signature

Date

Revised 8-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: August 2005

BUILDING:	Junior High School Building	BLDG.NO:
POSITION:	Football 7-8 Coach	JOB#:
REPORTS TO:	Principal	TYPE: Supplemental Limited
FSLA:	Exempt	STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Apply for and hold a Pupil Activity Supervisor Permit. (CPR, First Aid, sports med)
2. Promote academic endeavors as primary for the student-athlete including the monitoring of weekly eligibility sheets, teacher communications, etc.
3. Comply with all fund raising guidelines and procedures.
4. Encourage students to participate in the program.
5. Account for the condition, inventory, labeling, distribution, and procurement of all equipment and uniforms.
6. Account for the assignment of lockers and the condition of the locker room.
7. Account for the collection of all fees, equipment, uniforms and fines.
8. Instruct and assist players in the care and prevention of injuries: taping techniques.
9. Have knowledge of, and observe, important dates set by the OHSAA such as Rules Interpretation meetings, no contact dates, and legal start dates for practices.
10. Instruct players in the proper use of the body-building equipment, training, etc.
11. Prepare outside facilities for all practice sessions – report maintenance needs to the Principal.
12. Schedule, plan and conduct all practice sessions and scrimmages. Prepare and distribute play books.
13. Shall be accountable for player behavior during practice sessions, meetings, locker room activities, bus trips, and other activities under the auspices of the program.
14. Develop and enforce training rules.
15. Aid in the selection of assistant coaches.
16. Participate in Awards Program by distributing awards to players.
17. Attend and participate in Athletic Booster Club meetings when possible.
18. Evaluate players after each game and at the end of the season.
19. Encourage athletes to participate in other sports.
20. Provide physical cards and assure that they are returned and signed prior to permitting a student to participate. Shall be accountable for all players meeting necessary requirements pertaining to insurance and athletic waivers.
21. Attend clinics to improve sports knowledge.
22. Schedule meetings as needed with assistants.

23. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
24. Helps instill in students the belief in and practice of ethical principles and democratic values.
25. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
26. Conducts other duties related to coaching as assigned by the Principal and/or designee.

SKILLS AND ABILITIES:

1. State of Ohio Teaching license/certificate (preferred-not required).
2. Demonstrated coaching capabilities and experience.
3. Knowledge of football with emphasis on fundamentals.
4. Knowledge of training and conditioning techniques.
5. Ability to diagnose player strengths/deficiencies and prescribe corrective action.
6. Organizational and problem solving skills.
7. Ability to communicate ideas and directives effectively (orally and in writing).
8. Ability to relate with and inspire young athletes.
9. Ability to work effectively with parents, educators, and other coaches.
10. Willingness to invest the necessary time during the season.
11. Ability to make minor repairs on equipment.
12. Such alternative to the above qualifications as the Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Football 7-8 Coach

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Superintendent or Designee

Date

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Signature

Date

Revised 8-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: August 2005

BUILDING: Junior High School Building

BLDG.NO:

POSITION: Track 7-8 Assistant Coach

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Apply for and hold a Pupil Activity Supervisor Permit. (CPR, First Aid, sports med)
2. Promote academic endeavors as primary for the student-athlete including the monitoring of weekly eligibility sheets, teacher communications, etc.
3. Comply with all fund raising guidelines and procedures.
4. Encourage students to participate in the program.
5. Account for the condition, inventory, labeling, distribution, and procurement of all equipment and uniforms.
6. Account for the assignment of lockers and the condition of the locker room.
7. Assist in the collection of all fees, equipment, uniforms and fines.
8. Instruct and assist players in the care and prevention of injuries: taping techniques.
9. Have knowledge of, and observe, important dates set by the OHSAA such as Rules Interpretation meetings, no contact dates, and legal start dates for practices.
10. Instruct players in the proper use of the body-building equipment, training, etc.
11. Prepare outside facilities for all practice sessions – report maintenance needs to the Principal.
12. Assist with the schedule, plan and conduct all practice sessions.
13. Shall be accountable for player behavior during practice sessions, meetings, locker room activities, bus trips, and other activities under the auspices of the program.
14. Develop and enforce training rules.
15. Participate in Awards Program by distributing awards to players.
16. Attend and participate in Athletic Booster Club meetings when possible.
17. Evaluate players after each game and at the end of the season.
18. Encourage athletes to participate in other sports.
19. Provide physical cards and assure that they are returned and signed prior to permitting a student to participate. Shall be accountable for all players meeting necessary requirements pertaining to insurance and athletic waivers.
20. Attend clinics to improve sports knowledge.
21. Schedule meetings as needed with assistants.
22. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.

23. Helps instill in students the belief in and practice of ethical principles and democratic values.
24. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
25. Conducts other duties related to coaching as assigned by the Principal and/or designee.

SKILLS AND ABILITIES:

1. State of Ohio Teaching license/certificate (preferred-not required).
2. Demonstrated coaching capabilities and experience.
3. Knowledge of track with emphasis on fundamentals.
4. Knowledge of training and conditioning techniques.
5. Ability to diagnose player strengths/deficiencies and prescribe corrective action.
6. Organizational and problem solving skills.
7. Ability to communicate ideas and directives effectively (orally and in writing).
8. Ability to relate with and inspire young athletes.
9. Ability to work effectively with parents, educators, and other coaches.
10. Willingness to invest the necessary time during the season.
11. Ability to make minor repairs on equipment.
12. Such alternative to the above qualifications as the Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Track 7-8 Assistant Coach

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Superintendent or Designee

Date

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Signature

Date

Revised 8-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: August 2005

BUILDING:	Junior High School Building	BLDG.NO:
POSITION:	Track 7-8 Coach	JOB#:
REPORTS TO:	Principal	TYPE: Supplemental Limited
FSLA:	Exempt	STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Apply for and hold a Pupil Activity Supervisor Permit. (CPR, First Aid, sports med)
2. Promote academic endeavors as primary for the student-athlete including the monitoring of weekly eligibility sheets, teacher communications, etc.
3. Comply with all fund raising guidelines and procedures.
4. Encourage students to participate in the program.
5. Account for the condition, inventory, labeling, distribution, and procurement of all equipment and uniforms.
6. Account for the assignment of lockers and the condition of the locker room.
7. Account for the collection of all fees, equipment, uniforms and fines.
8. Instruct and assist players in the care and prevention of injuries: taping techniques.
9. Have knowledge of, and observe, important dates set by the OHSAA such as Rules Interpretation meetings, no contact dates, and legal start dates for practices.
10. Instruct players in the proper use of the body-building equipment, training, etc.
11. Prepare outside facilities for all practice sessions – report maintenance needs to the Principal.
12. Schedule, plan and conduct all practice sessions and scrimmages. Prepare and distribute play books.
13. Shall be accountable for player behavior during practice sessions, meetings, locker room activities, bus trips, and other activities under the auspices of the program.
14. Develop and enforce training rules.
15. Aid in the selection of assistant coach.
16. Participate in Awards Program by distributing awards to players.
17. Attend and participate in Athletic Booster Club meetings when possible.
18. Evaluate players after each game and at the end of the season.
19. Encourage athletes to participate in other sports.
20. Provide physical cards and assure that they are returned and signed prior to permitting a student to participate. Shall be accountable for all players meeting necessary requirements pertaining to insurance and athletic waivers.
21. Attend clinics to improve sports knowledge.
22. Schedule meetings as needed with assistants.

23. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
24. Helps instill in students the belief in and practice of ethical principles and democratic values.
25. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
26. Conducts other duties related to coaching as assigned by the Principal and/or designee.

SKILLS AND ABILITIES:

1. State of Ohio Teaching license/certificate (preferred-not required).
2. Demonstrated coaching capabilities and experience.
3. Knowledge of track with emphasis on fundamentals.
4. Knowledge of training and conditioning techniques.
5. Ability to diagnose player strengths/deficiencies and prescribe corrective action.
6. Organizational and problem solving skills.
7. Ability to communicate ideas and directives effectively (orally and in writing).
8. Ability to relate with and inspire young athletes.
9. Ability to work effectively with parents, educators, and other coaches.
10. Willingness to invest the necessary time during the season.
11. Ability to make minor repairs on equipment.
12. Such alternative to the above qualifications as the Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Track 7-8 Coach

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Superintendent or Designee

Date

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Signature

Date

Revised 8-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: August 2005

BUILDING:	Junior High School Building	BLDG.NO:
POSITION:	Volleyball 7-8 Coach	JOB#:
REPORTS TO:	Principal	TYPE: Supplemental Limited
FSLA:	Exempt	STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Apply for and hold a Pupil Activity Supervisor Permit. (CPR, first aid, sports med)
2. Promote academic endeavors as primary for the student-athlete including the monitoring of weekly eligibility sheets, teacher communications, etc.
3. Comply with all fund raising guidelines and procedures.
4. Encourage students to participate in the program.
5. Account for the condition, inventory, labeling, distribution, and procurement of all equipment and uniforms.
6. Account for the assignment of lockers and the condition of the locker room.
7. Account for the collection of all fees, equipment, uniforms and fines.
8. Instruct and assist players in the care and prevention of injuries: taping techniques.
9. Have knowledge of, and observe, important dates set by the OHSAA such as Rules Interpretation meetings, no contact dates, and legal start dates for practices.
10. Instruct players in the proper use of the body-building equipment, training, etc.
11. Prepare facilities for all practice sessions – report maintenance needs to the Principal.
12. Schedule, plan and conduct all practice sessions and scrimmages.
13. Shall be accountable for player behavior during practice sessions, meetings, locker room activities, bus trips, and other activities under the auspices of the program.
14. Develop and enforce training rules.
15. Aid in the selection of assistant coaches.
16. Participate in Awards Program by distributing awards to players.
17. Attend and participate in Athletic Booster Club meetings when possible.
18. Evaluate players after each game and at the end of the season.
19. Encourage athletes to participate in other sports.
20. Provide physical cards and assure that they are returned and signed prior to permitting a student to participate. Shall be accountable for all players meeting necessary requirements pertaining to insurance and athletic waivers.
21. Attend clinics to improve sports knowledge.
22. Schedule meetings as needed with assistants.
23. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.

24. Helps instill in students the belief in and practice of ethical principles and democratic values.
25. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
26. Conducts other duties related to coaching as assigned by the Principal and/or designee.

SKILLS AND ABILITIES:

1. State of Ohio Teaching license/certificate (preferred-not required).
2. Demonstrated coaching capabilities and experience.
3. Knowledge of volleyball with emphasis on fundamentals.
4. Knowledge of training and conditioning techniques.
5. Ability to diagnose player strengths/deficiencies and prescribe corrective action.
6. Organizational and problem solving skills.
7. Ability to communicate ideas and directives effectively (orally and in writing).
8. Ability to relate with and inspire young athletes.
9. Ability to work effectively with parents, educators, and other coaches.
10. Willingness to invest the necessary time during the season.
11. Ability to make minor repairs on equipment.
12. Such alternative to the above qualifications as the Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Volleyball 7-8 Coach

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Superintendent or Designee

Date

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Signature

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Revised 8-05

SYLVANIA SCHOOLS
SUPPLEMENTAL JOB DESCRIPTION

REV: August 2005

BUILDING: High School Building

BLDG.NO:

POSITION: Wrestling 7-8 Coach

JOB#:

REPORTS TO: Principal

TYPE: Supplemental Limited

FSLA: Exempt

STATUS: Part-Time

Date: _____

Incumbent: _____

POSITION RESPONSIBILITIES:

1. Apply for and hold a Pupil Activity Supervisor Permit. (CPR, First Aid, sports med
2. Promote academic endeavors as primary for the student-athlete including the monitoring of weekly eligibility sheets, teacher communications, etc.
3. Comply with all fund raising guidelines and procedures.
4. Encourage students to participate in the program.
5. Account for the condition, inventory, labeling, distribution, and procurement of all equipment and uniforms.
6. Account for the assignment of lockers and the condition of the locker room.
7. Account for the collection of all fees, equipment, uniforms and fines.
8. Instruct and assist players in the care and prevention of injuries: taping techniques.
9. Have knowledge of, and observe, important dates set by the OHSAA such as Rules Interpretation meetings, no contact dates, and legal start dates for practices.
10. Instruct players in the proper use of the body-building equipment, training, etc.
11. Prepare outside facilities for all practice sessions – report maintenance needs to the Principal.
12. Schedule, plan and conduct all practice sessions and scrimmages. Prepare and distribute play books.
13. Shall be accountable for player behavior during practice sessions, meetings, locker room activities, bus trips, and other activities under the auspices of the program.
14. Develop and enforce training rules.
15. Aid in the selection of assistant coaches.
16. Participate in Awards Program by distributing awards to players.
17. Attend and participate in Athletic Booster Club meetings when possible.
18. Evaluate players after each game and at the end of the season.
19. Encourage athletes to participate in other sports.
20. Provide physical cards and assure that they are returned and signed prior to permitting a student to participate. Shall be accountable for all players meeting necessary requirements pertaining to insurance and athletic waivers.
21. Attend clinics to improve sports knowledge.
22. Schedule meetings as needed with assistants.

23. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
24. Helps instill in students the belief in and practice of ethical principles and democratic values.
25. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
26. Conducts other duties related to coaching as assigned by the Principal and/or designee.

SKILLS AND ABILITIES:

1. State of Ohio Teaching license/certificate (preferred-not required).
2. Demonstrated coaching capabilities and experience.
3. Knowledge of wrestling with emphasis on fundamentals.
4. Knowledge of training and conditioning techniques.
5. Ability to diagnose player strengths/deficiencies and prescribe corrective action.
6. Organizational and problem solving skills.
7. Ability to communicate ideas and directives effectively (orally and in writing).
8. Ability to relate with and inspire young athletes.
9. Ability to work effectively with parents, educators, and other coaches.
10. Willingness to invest the necessary time during the season.
11. Ability to make minor repairs on equipment.
12. Such alternative to the above qualifications as the Board of Education may find appropriate.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Wrestling 7-8 Coach

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

Superintendent or Designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Revised 8-05