



# Longview Independent School District

## JOB DESCRIPTION ASSISTANT GOLF COACH

<b>JOB TITLE:</b>	Assistant Golf Coach	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Head Coach	<b>TERMS:</b>	187 Days
<b>DEPARTMENT:</b>	Athletic	<b>PAY GRADE:</b>	Teacher Pay Schedule

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### PRIMARY PURPOSE:

Assist Head Coach in organizing, coordination and promoting a comprehensive program for golf that is designed to meet the needs and interest of the district and community

### QUALIFICATIONS:

#### Minimum Education/Certification:

Bachelor's degree from an accredited college or university

Valid Texas teaching certification with required endorsements or required training for subject and level assigned

#### Special Knowledge and Skills:

- Strong communications, public relations and interpersonal skills
- Strong problem solving skills

#### Minimum Experience:

Minimum two years teaching experience, preferred

### MAJOR RESPONSIBILITIES AND DUTIES:

1. Assist Head Coach in coordinating golf programs
2. Three (3) middle schools; freshman, JV, and varsity teams
3. Assist in providing training and guidelines for coaching staff and the entire program
4. Assist Director of Extracurricular Activities with organizing high school tournaments
5. Submit all needed request made by the Head Coach/Director of Extracurricular Activities



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

6. Assist in utilization and maintenance of golf equipment
7. Comply with district policies, as well as state and federal laws and regulations
8. Adhere to the district's safety policies and procedures
9. Maintain confidentiality in the conduct of district business
10. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
11. Demonstrate regular and prompt attendance
12. Other duties as assigned

### SUPERVISORY RESPONSIBILITIES:

Supervise assigned teacher aide(s) as required

### EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

### WORKING CONDITIONS:

#### Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data



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### **WORKING CONDITIONS: (continued)**

#### **Physical Demands/Environmental Factors:**

Frequent standing, stooping, bending, pulling, pushing; move small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; Must be able to lift 25 to 50 lbs.

### **EVALUATION:**

Performance Development Appraisal System (PDAS)

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

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

**ESTABLISHED/REVISED: May, 2013**