



Longview Independent School District

JOB DESCRIPTION ASSISTANT TRACK COACH

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

PRIMARY PURPOSE:

Assist Head Coach in organizing, coordination and promoting a comprehensive program for Track 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 track programs
2. Assist with track activities
3. One (1) middle school
4. Assist in utilization and maintenance of track equipment
5. Comply with district policies, as well as state and federal laws and regulations



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JOB DESCRIPTION **ASSISTANT TRACK COACH**

MAJOR RESPONSIBILITIES AND DUTIES: (continued)

6. Adhere to the district's safety policies and procedures
7. Maintain confidentiality in the conduct of district business
8. 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)
9. Demonstrate regular and prompt attendance
10. 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

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.



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EVALUATION: Performance Development Appraisal System (PDAS)

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: June, 2009