



Longview Independent School District

JOB DESCRIPTION PART TIME COACH

JOB TITLE:	Part Time Coach	WAGE/HOUR STATUS:	Hourly
REPORTS TO:	Head Coach	TERMS:	Assigned Days
DEPARTMENT:	Athletic	PAY GRADE:	P/T Pay Schedule

PRIMARY PURPOSE:

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

QUALIFICATIONS:

Minimum Education/Certification:

Retired Educator or college students (preferably JR/SR)
Pass LISD background check
CPR certification
UIL safety training
UIL concussion training
Adhere to all UIL rules as defined in the C&CR
Complete and sign UIL Professional Acknowledgement Form (Sec 120-j) p. 165
Complete the National Federation of State High School Associations Fundamentals of Coaching Course: (Section 1202-1)
<http://www.nfhslearn.com/CourseDetail.aspx?courseID=1000>

MAJOR RESPONSIBILITIES AND DUTIES:

1. Report to Middle School coordinator at each school
2. Implement daily practice schedule recommended by head coach
3. Implement schemes and technique recommended by head coach
4. Assist with the supervision and instruction of all athletes during practice
5. Assist with the set-up / pick-up of the practice equipment
6. Attend all games assigned by Middle School coordinator played on LISD campuses



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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:

None

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; frequent district-wide travel; frequent 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 pounds



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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: March, 2013