

**ZANESVILLE CITY SCHOOLS DISTRICT
JOB DESCRIPTION**

TITLE:	ASSISTANT COACH SWIMMING	REPORTS TO:	Athletic Director
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The assistant coach must be a positive person. He/she must be willing and able to work long hours. He/she must have imagination, foresight and the ability to mold the uncoordinated and undisciplined into a strong, self-functioning unit that will persevere. His/her conduct and character must be above reproach, as his/her daily association has an immeasurable influence on the youth of the community. The assistant coach in the Zanesville City School system must have a commitment to excellence in his/her work with the youth of our community. His/her responsibility and position, although awesome in scope, might just be one of the most rewarding and fulfilling of any, as the qualities he instills will live on forever.

REQUIRED SKILLS AND ABILITIES

- **Communication Skills:** Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing.
- **Leadership Ability:** Must be able to articulate a vision and mission for the district and provide the appropriate direction, guidance, and management skills to achieve them.
- **Mathematics Skills:** Must have the ability to work with basic mathematical and computational concepts.
- **Reasoning Ability:** Must be able to define problems, collect data, establish facts, and draw valid conclusions.
- **Technology Skills:** Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email.

PERSONAL QUALIFICATIONS

- Demonstrates enthusiasm and a sincere desire to aide and ensure the safety of all.
- Is able to accept constructive criticism/feedback.
- Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community.
- Is conscientious and assumes responsibility for one's own work performance.
- Anticipates problems and unforeseen events and deals with them in an appropriate manner.
- Demonstrates an ability to make proper decisions when required.
- Demonstrates loyalty to the administrative team.
- Possesses high moral character and a good attendance record.
- Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation.
- Participates in appropriate professional organizations and their activities.
- Maintains a calm attitude and sense of control at all times.
- Maintains a high level of ethical behavior and confidentiality of information.
- Possesses the ability to be flexible and adaptable to changing situations.

JOB GOAL

- To instruct athletes in the fundamental skills, strategies, and physical conditioning necessary for them to realize a degree of individual and team success. The success of the athletic programs has a strong influence on the community's image of the entire school system.

The Zanesville City School District is an Equal Opportunity Employer, Zanesville City School District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, citizenship status, political affiliation, marital status or other human differences. The District has a policy of active recruitment of qualified minority employees.

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Revised:

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WORK ENVIRONMENT/CHARACTERISTICS AND CONDITIONS

The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

- Occasional work that may extend beyond the normal workday.
- Occasional exposure to blood, bodily fluids and tissue.
- Occasional operation of a vehicle under inclement weather conditions.
- Occasional interaction among unruly children/adults.
- Many situations that require hand motions, e.g., computer keyboard typing, writing.
- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop.
- Consistent requirements to lift, carry, push and pull various supplies and/or equipment up to a maximum of 50 pounds.

DUTIES AND RESPONSIBILITIES

1. To follow the dictates of the head coach in regards to teaching of fundamentals, style of offence and defense.
2. To consult and arrange with the Athletic Director and/or head coach, schedules, meals and transportation.
3. To work with the equipment manager in the issuing and collection of equipment.
4. To consult with trainer when necessary, regarding any injury or disability. Complete and file in Athletic Office injury forms.
5. To notify media regarding pre and post-game information and other publicity.
6. To help make necessary arrangements for the specific facility being used, i.e. pool.
7. Attend staff meetings as recommended by the head coach.
8. To be loyal to the head coach and entire Zanesville City School's Athletic Program.
9. To attend clinics recommended by the head coach and Athletic Director.
10. To be directly responsible for the discipline of the girls or boys team at practices, all contest and while in transit.
11. To instill the will to win and teach a good sportsmanship.
12. To abide by rules of OHSAA and the school districts policies.
13. Provide Athletic Director a complete roster of team members. Roster, address, phone numbers three (3) days after practice begins.
14. Collect from each team member, the completed physical, insurance, training rule and emergency card and submit to Athletic Director before the first game.
15. Arrange to have team pictures taken during the second week of the season. Call the appropriate studio and make an appointment.
16. Aid the head coach in plans for end of season dinner or banquet.
17. Adhere to school district philosophies and policies concerning coaches' conduct.
18. Complete administrative duties required before and after season.

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DUTIES AND RESPONSIBILITIES – CONTINUED

- 19. Administer games and practices in a manner that the student/athlete will have a positive and fun learning experience.
- 20. Be aware of academic eligibility requirements and the student’s academic progress.
- 21. Attend appropriate Pupil Activity Supervision Validation class when required with CPR training.

TERMS OF EMPLOYMENT	Seasonal
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