### CO-CURRICULAR EMPLOYMENT OPPORTUNITY

| **Job #:** | 2016-401 |
| **Opening Date:** | Wednesday, March 9, 2016 |
| **Closing Date:** | Open until filled |
| **Screening Date of Completed Files:** | On or after Tuesday, March 22, 2016 |
| **Accepting Applications From:** | All Interested Persons |

**Position:** Assistant Football Coach – La Conner High School

**Employment Status:** This extra-curricular position is structured with a supplemental contract.

**Salary:** The 2014-2015 stipend is according to the co-curricular salary schedule.

**Minimum Qualifications:**
- Have current knowledge and understanding of rules and regulations regarding soccer and athletic programs as presented in National, WIAA, league, school district and building rulebooks, handbooks, policies and building-based decisions.
- Hold a valid and current First Aid certification card or be enrolled in a Red Cross First Aid training course.
- Membership in a professional coaching organization (i.e. Washington Coaches Association). Must have 30 credits in coaching standards before beginning 3rd year of coaching.
- Ability to communicate effectively; verbally and in writing
- Ability to work with and relate to a diverse population of students and serve as a positive role model
- Ability to relate in a positive manner with students, staff, parents and community
- Demonstrate a thorough understanding of confidentiality and the ability to maintain it
- Must comply with school board policies, procedures, athletic codes, etc

**Desired Qualifications:**
- Associates degree with major coursework in Physical Education or coaching or related field earned from an accredited college; or three or more years of direct work experience as a coach of a major team sport. Alternative combinations of education and experience will be evaluated by Human Resources for comparability
- Experience in coaching a diverse student population
- Current employee of La Conner Schools

**Licenses, Certificates, Special Requirements:**
- Copy of high school diploma or equivalent
- Fingerprints (successful WSP and FBI clearance)
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility (citizen or legal alien status)
- Copy of valid/current First Aid/CPR card.
- Must be 19 years of age and possess a valid Washington driver’s license.
- Must be available from 2:30 p.m. on for practice and/or games.

**General Job Summary:**

The person in the position of Assistant Football Coach provides leadership and direction to the assigned sports team as coordinated with the team’s Head Coach. The Assistant Coach shall enforce all rules of the WIAA as they relate to the respective sport and will assist with the organization and administration of the assigned athletic team.
**Essential Duties:**

This list of duties and responsibilities is not exhaustive and may be supplemented as necessary.

- Implement and enforce all decision and directives of the head varsity and junior varsity coaches.
- Assist the head and junior varsity coaches with planning and conducting all practice sessions consistent with the plan of implementation.
- Attend out-of-season practices, clinics, and camps (i.e. spring practices, summer team camp)
- Maintain a current and accurate squad roster at all times, being sure that it is on file with the head coaches.
- Support the head coaches in conducting the athletic program of the assigned sport and the total athletic program of the La Conner School system. Contribute to and support team strategies as outlined by the head coaches.
- Demonstrate loyalty to the head coaches and the team.
- Attend team staff meetings as directed by the head coaches, Athletic Director or building principal.
- Assume any duties assigned by the head coaches pertaining to the respective sport. This includes, but is not limited to: conducting portions of practice drills, handling equipment, determining eligibility, working with student managers, scouting, public relations, statistics, etc.
- In the absence of the head coaches, assume all responsibilities designated as those of the head coaches.
- Report any injuries to the head coaches and/or athletic Director.
- Assume any duties assigned by the head coaches pertaining to the respective sport. This includes, but is not limited to: conducting portions of practice drills, handling equipment, determining eligibility, working with student managers, scouting, public relations, statistics, etc.
- In the absence of the head coaches, assume all responsibilities designated as those of the head coaches.
- Maintain a current and accurate squad roster at all times, being sure that it is on file with the head coaches.
- Support the head coaches in conducting the athletic program of the assigned sport and the total athletic program of the La Conner School system. Contribute to and support team strategies as outlined by the head coaches.
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- Attend team staff meetings as directed by the head coaches, Athletic Director or building principal.
- Assume any duties assigned by the head coaches pertaining to the respective sport. This includes, but is not limited to: conducting portions of practice drills, handling equipment, determining eligibility, working with student managers, scouting, public relations, statistics, etc.
- In the absence of the head coaches, assume all responsibilities designated as those of the head coaches.
- Report any injuries to the head coaches and/or athletic Director.
- Perform other duties as assigned.

**Performance Responsibilities continued:**

- Maintains appropriate supervision of athletes as assigned, may include locker-rooms.
- Sanitize and cleans equipment, assist the head coach with inventory of equipment
- Inspects facilities and athletic fields for health and safety concerns
- Recommend disciplinary action as outlined in the Student Athletic Handbook to the Head Coach
- Report outcome of contests, for which responsible, to local news media
- Attend meetings of La Conner Athletic Department
- Adhere to La Conner School District regulations and policies, including school bus regulations
- Keep abreast of new knowledge, ideas, and techniques relating to his/her sport
- Have understanding of rules and regulations regarding his/her sport as prescribed in the WIAA Handbook and other applicable publications.
- Emphasize safety precautions and be aware of training and injury precautions
- Submit recommendations for next year’s schedule
- Shall communicate any individual or team “problems” to the Head Coach immediately
- Responsible for care and proper use of facilities
- Recommend additions and/or improvements for the care and maintenance of facilities
- Recommend equipment to be purchased
- Recommend student athletes who have fulfilled requirements for athletic letters, certificates, or special awards
- Perform such other related duties as may be assigned

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand, and walk. The employee frequently is required to use hands and finger to handle or feel; reach with hands and arms; and talk and hear. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.
Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in outdoor conditions and on surfaces that vary in height and stability. The noise level in the work environment is usually moderate to loud.

How to Apply:

Applications materials are available on our website at www.lcsd.wednet.edu. Refer to the Applicant Letter for specific instructions for the application process. All required documents must be received by the closing day and time of the posting in order to be considered.

Applications and all required supplementary documentation must be received by 4:00pm on the closing date of the position.

Selection Process:

Screening of completed application files will be conducted on or after the screening date. Applications will be screened and candidates selected will be notified of interview and testing appointments.

La Conner School District complies with all federal and Washington State rules and regulations and does not discriminate on the basis of race, color, creed, national origin, families with children, sex, marital status, sexual orientation, age, Vietnam-era or disabled Veteran status, or the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a disabled person. Applications from all groups are encouraged. Inquiries regarding compliance and/or grievance procedures may be directed to the Title IX/RCW 28A.640 and Affirmative Action Officer and/or the Section 504 Coordinator and ADA Coordinator at 305 N 6th Street – PO Box 2103 – La Conner, WA 98257.

La Conner School District is a drug, alcohol, and tobacco-free workplace. La Conner School District is an Equal Opportunity Employer.