

Crosspoint Christian School
Position Description

Job Title: Assistant Coach
Department: Athletics
Reports to: Head Coach/Athletic Director

Position Summary

Assistant coaches at Crosspoint Christian School provide responsibility and leadership duties for the sport program as assigned. The coach will assist in practices and game preparation, as well as help organize, and oversee the budget of their specific sport program.

General Job Qualifications

Physical ability to adhere to safety regulations. Willingness to adhere to Crosspoint Christian School policies. Coaches will abide by rules and regulations for coaching by the OSAA and meet the requirements for coaches including certifications and training in order to coach High School Athletics as set forth by the OSAA.

Evaluation

Performance of this job will be evaluated annually by the Head Coach and AD according to established criteria.

Specific Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties and Responsibilities

1. Assistant coaches will conduct themselves in accordance with the policies and procedures of Crosspoint Christian School when it pertains to personal conduct, transportation of students, discipline and treatment of students, and adherence to moral and biblical principles.
 2. Assistant coaches are responsible for helping to make sport decisions such as, team composition, team training, team participation, team strategy, playing time, team behavior and conduct.
 3. Assistant coaches are to report any mental health/instability concerns of students to the Head Coach.
 4. Assistant coaches are required to provide supervision of their student/athletes for the entire time they are required to be on campus or participate in any off-campus event.
 5. Assistant coaches will attempt to be at all player, parent, and coach meetings prior to each season. The meeting will be an outline of the plan for the season regarding practices, expectations, communication, and biblical principles of sportsmanship.
 6. Assistant coaches will help ensure their areas and any facilities are maintained properly and left in good condition after use. At home and away, we expect to leave locker rooms and play areas picked up using good housekeeping practices. Notify the appropriate party with concerns if you find any safety problems.
 7. Assistant coaches will help minimize the possibility of injuries by using proper equipment, teaching proper techniques, and properly supervising your players.
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Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Public Relations Competencies

Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and general public.

Interpersonal Skills Competencies

Focus on solving conflict, not blaming; maintain confidentiality; listen to others without interrupting; keep emotions under control; remain open to others' ideas and try new things.

Communication Competencies

Speak clearly and persuasively in positive or negative situations; listens and get clarification; respond well to questions; participate in meetings; write clearly and informatively; edit work for spelling and grammar; able to read and interpret written information.

Teamwork and Organizational Support Competencies

Balance team and individual responsibilities; give and welcome feedback; contribute to building a positive team spirit; support everyone's efforts to succeed; volunteer readily; ask for and offer help when needed; follow policies and procedures; complete administrative tasks correctly and on time; support organization's goals and values; prioritize and plan work activities; attend scheduled staff meetings; use time efficiently.

Faith and Ethics Competencies

Keep commitments; inspire the trust of others; work with integrity and ethically; uphold organizational values; promote a harassment-free environment; regularly attend church; demonstrate Christ-like character; seek out opportunities to minister to others.

Professionalism Competencies

Approach others in a tactful manner; react well under pressure; treat others with respect and consideration regardless of their status or position; follow through on commitments; manage competing demands; change approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Quality Competencies

Demonstrate accuracy and thoroughness; look for ways to improve and promote quality; apply feedback to improve performance; monitor own work to ensure quality.

Safety and Security Competencies

Observe safety and security procedures; determine appropriate action beyond guidelines; report potentially unsafe conditions; Use equipment and materials properly.

Attendance/Punctuality/Dependability

Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time; follows instructions, responds to management direction; takes responsibility for own actions; completes tasks on time or notifies appropriate person with an alternate plan.

Physical Demands and Work Environment

PHYSICAL REQUIREMENTS OF JOB

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs				x	
11-20 lbs				x	
21-50 lbs				x	
51-75 lbs			x		
76-100 lbs			x		
>100 lbs		x			
Maximum amount lifted by worker without assistance: 30 lbs .					
CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs				x	
11-20 lbs				x	
21-50 lbs				x	
51-75 lbs			x		
76-100 lbs			x		
>100 lbs		x			
Maximum amount carried by worker without assistance: 20 lbs.					
PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs				X	
11-20 lbs				X	
21-50 lbs				x	
51-75 lbs			x		
76-100 lbs			x		
>100 lbs		x			
Maximum weight of object pushed/pulled by worker: 70 lbs .					
Distance: 20 feet Type of Surface: level tile or vinyl					
ENVIRONMENT (WORK CONDITIONS)					
Works inside—varies depending on sport.					
Temperature Extremes: Depends upon sport			Works on or around moving machinery or mechanical parts: Yes/No		
OTHER PHYSICAL DEMANDS					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop				X	
Twist				x	
Crouch/Squat				X	
Kneel				X	
Crawl				X	
Walk-level surface				X	
Walk-uneven surface			x		
Climb Steps				x	
Climb Ladder		x			
Work at Heights	x				

Reach at or above shoulder				X	
Reach below shoulder				X	
Use of Arms				X	
Use of Wrists				X	
Use of Hands				X	
Grasping/Squeezing				X	
Operate Foot controls		x			
ENDURANCE					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Sitting				x	
Standing				x	
Walking				x	
Change positions				x	

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise of guarantee of any specific terms or conditions of employment. The school may add to, modify, or delete any aspect of this job (or the position itself) at any time as it deems advisable.