

# NACHES VALLEY SCHOOL DISTRICT JT #3

## Position Description

**JOB TITLE:** Athletics – Volunteer Coach

**POSITION DESCRIPTION:** The Volunteer Assistant coach is a person from the community who contributes his/her services on a regular basis, and is subject to all regulations and procedures set down herewith. They will be responsible for assisting the head coach in presenting to student athletes sports skills, knowledge, team (group) skills and character traits inherent in positive athletic competition and life practices.

**SUPERVISED BY:** Responsible to the Athletic Director, Head Coach, and assigned certified staff member.

### **QUALIFICATIONS:**

1. High school diploma or GED.
2. Valid CPR / First Aid card.
3. Clearance for State background checks as a result of criminal records check.

### **MAJOR FUNCTIONS AND RESPONSIBILITIES:**

1. Volunteer coaches are assigned to help coaches provide better instructional services to the athletes.
2. Volunteer coaches are not to be assigned to relieve certified coaches of their teaching (coaching) responsibilities, or to change the over-all teacher (coach) - student (athlete) ratio.
3. Written assignments shall be established for all volunteer coaches defining their function and responsibilities in each instance or general classification into which auxiliary personnel are assigned.
4. All volunteer coaches shall be under the direct supervision of a designated certified employee, who shall be responsible for their direction.
5. Under no circumstances shall a volunteer coach be assigned any of the following responsibilities:
  - Prescribing courses of study (practice planning).
  - Directing and/or conducting the studies of athletes.
  - Evaluating an athlete's educational growth and development other than through informal communication with the supervising certified individual (certified coach).
  - Making reports to parents, guardians, or school administrators with respect to an athlete's educational growth and development.
  - Making reports to parents, guardians, or school administrators with respect to any coach or other certified employee's competency, level of preparation, team discipline, working environment, or any other aspect to the evaluation of certified personnel.
  - Prescribing disciplinary action related to athletes.
  - Excusing athletes from attendance or participation in any classroom or school related activities.
  - Acting in any other capacity relating to instruction, which has traditionally been delegated to the certified coach without the direct supervision of the supervising coach.

### **Training:**

1. The school district may provide training for auxiliary personnel through in-service workshops and other programs.
2. Such workshops may be developed jointly by representatives of coaches, administrators and auxiliary personnel.

**Evaluation:**

1. Certified teachers, auxiliary personnel, and administrators shall periodically review and evaluate the utilization of auxiliary personnel as it relates to the educational program for the athletes. Recommendations for revisions of the utilization of auxiliary personnel shall be made to the Superintendent of schools.

**Responsibility:**

**The volunteer coach...**

1. Shall be approved by the approved for service by the building principal and district athletic director.
2. Shall not receive any compensation for services.
3. Shall be committed to assisting certified coaches toward the academic/athletic success of their athletes in word and deed.
4. Shall be committed to the assisting of certified coach's toward the safety and well being of the athletes in his/her charge, assisting in the teaching and development of positive character traits and sportsmanship.
5. Shall not treat injuries sustained by athletes, though appropriate first aid should be applied.
6. Shall possess a current CPR/First Aid certification.
7. Shall not assume the sole responsibility of a student or group of students.
8. Shall be liable for his/her actions as any citizen in conjunction with injuries, transportation of athletes, etc.
9. Shall not be provided Workman's compensation benefits for injuries sustained while coaching
10. Shall adhere to all expectations, regulations and policies, including bus regulations, of the school district.
11. Shall communicate problems related to any team, or team member, to the head coach (or certified coach in charge) and allow such coach to prescribe action to be taken (discipline).
12. Shall be versed in the rules of the WIAA, league, and school district as outlined in the handbook.
13. Shall maintain criteria of the WIAA coaching standards.
14. Shall conduct themselves with the utmost of professionalism at all times.

The Naches Valley School District Jt.3 complies with all federal rules and regulations and does not discriminate on the basis of race, color, national origin, sex or handicap. This holds true for all district employment and opportunities. Inquiries regarding compliance procedures may be directed to the school district's Title IX Officer and/or Section 504 Coordinator.

Title IX Officer: Del Cruzen  
Naches Valley High School  
PO Box 159  
Naches, WA 98937  
457-8781 or 653-2342  
457-8592 or 653-2122

Section 504 Coordinator: Shelley Marquett  
Special Services  
PO Box 99  
Naches, WA 98937  
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