

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Only exempt NNPS contracted employees are permitted to coach. Substitute teachers must possess a Bachelor’s degree to coach. Lead teachers are not permitted to coach any sport. Some experience as an assistant Track coach at the high school or college level preferred. Must possess effective coaching techniques and skills. Must possess some knowledge of the rules, regulations, strategies, and techniques of the sport. Must possess the ability to establish and maintain effective working relationships with school administrators, parents, and students.

Working Conditions & Physical Requirements

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

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. Duties are normally performed in a school environment or outdoors. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received: Head Track Coach, Athletic Director & Principal

This job description in no way states or implies that these are the only duties to be performed by this employee. The Assistant Coach will be required to follow any other instructions and to perform any other related duties as assigned by the Head Track Coach, Athletic Director & Principal or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date