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**SCHOOL DISTRICT OF OKALOOSA COUNTY  
JOB DESCRIPTION FOR INSTRUCTIONAL PERSONNEL**

IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY NOT TO DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, MARITAL STATUS, AGE, OR HANDICAP. IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY TO HIRE ONLY U. S. CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THESE POLICIES SHALL APPLY TO RECRUITMENT, EMPLOYMENT, TRANSFERS, COMPENSATION, AND OTHER ITEMS AND CONDITIONS OF EMPLOYMENT.

***SUPPLEMENTED POSITION***

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**Position Title:** Assistant Coach  
**Reports to:** Head Coach and Principal

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**Minimum Eligibility Requirements:**

Holds a valid Florida Educator's Certificate with appropriate coverage and employed in a regularly established position in Okaloosa Public Schools. (Should a qualified current employee not be available for this position, a person not currently holding a teaching position may be considered provided: 1} fingerprints are cleared; 2} part-time athletic coaching certificate issued, and 3} recommended by principal for supplemented position only.) Any alternative qualifications as the Board may find appropriate.

**Communication Skills:**

Ability to read and interpret documents. Ability to write routine reports and correspondence. Working knowledge of Florida High School Activities Association rules.

**Administrative/Supervisory Requirements:**

Keeps appropriate records. Conforms to rules and policies of the district, school, and state.

**Interpersonal Relationships:**

Provides a supportive atmosphere; establishes and maintains effective relationships with students, peers, and parents.

**Physical Demands:**

Frequent walking, standing, bending or twisting of the trunk. Frequent stooping, kneeling, reaching above the head, repeating the same motion. Good depth perception required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Work Environment:**

The noise level in the work environment is noisy. Employee is frequently exposed to outside weather conditions. Duties are performed outdoors or in gymnasium.

**Job Goal:**

To assist in producing competitive program. To assist in providing opportunities for athletes to compete and improve skills while learning self discipline and sportsmanship.

**Essential Duties and Responsibilities:**

1. Performs coaching duties as assigned by the head coach.
2. Assists head coach in carrying out his responsibilities.

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3. Plans and administers staff responsibilities, staff plans, seasonal plans, and scouting duties if applicable.
4. Assists in the ongoing evaluation of the coaching staff.
5. Monitors students' academic progress and assists as needed.
6. Oversees the general upkeep, inventory, and protection of equipment under the jurisdiction of his/her program.
7. Keeps records as requested by the athletic director.
8. Recommends purchase of equipment, supplies, and uniforms as needed; follows the procedure for initiating purchase orders.
9. Plans and schedules a regular program of practice in season.
10. Oversees the safety conditions of facility or area in which assigned sport is conducted.
11. Promotes that sport by prompt and accurate score-reporting to the local media.
12. Provides information for transportation, officials, and game management.
13. Monitors and verifies appropriate documents (eligibility forms, parent permission forms, physicals, insurance verification, accident reports and birth certificates).
14. Coordinates fund raising.
15. Emphasizes safety precautions and awareness of best training and injury treatment procedures.
16. Instructs his/her players concerning rules and rule changes, innovative ideas and techniques.
17. Promotes and models ethical behavior during practice and contests.
18. Assists in promoting cooperation with other teachers, staff and the community.
19. Attends district and county meetings.
20. Plans and provides awards program at season's end.
21. Abides by all policies of the Okaloosa County School Board.
22. Performs other tasks as assigned within the limits of the Master Contract.

**Terms of Employment/Length of Employment:**

First Semester Only. Salary as provided in Master Contract between Okaloosa County Education Association and School Board for specific year.