

COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: **WEIGHT LIFTING COACH**

Reports to: Athletic Director

Job Objective: Supervises weight room activities.

- Minimum Qualifications:**
- Valid state department of education license/certificate appropriate for the position.
 - Meets all mandated health requirements
 - A record free of criminal violations that would prohibit public school employment.
 - Complies with drug-free workplace rules and board policies.
 - Relevant coaching experience. Knowledgeable about interscholastic athletic program regulations
 - Completion of state activity supervisory permit requirements.
 - Ability to identify and eliminate potential sources of communicable diseases.

NOTE: Supplemental contracts are offered to qualified certificated staff with appropriate training, knowledge, and experience. Unfilled positions may be offered to other suitable applicants meeting department of education permit requirements.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Works with student athletes to improve personal skills. Provides guidance and encouragement to help students benefit from participation in program activities.
- Upholds board policies and follows administrative guidelines/procedures. Refers district policy/procedure questions to administrators/supervisors.
- Advances the professional image of the school district. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.
- Facilitates community partnerships and school-sponsored activities that enhance student learning.
- Reviews procedures and schedules before the start of the season. Consults with the athletic director to evaluate program needs. Promotes the proper use, care, and security of school property.
- Serves as a contact for vendors. Maintains product information catalogs.
- Attends all mandatory programs (e.g., safety clinics, etc.).
- Monitors innovations, evaluates activities, and recommends program improvements.
- Develops rules and procedures that promote the proper use, care, and security of equipment. Monitors the use of the weight room during assigned hours. Enforce safety rules. Periodically reviews and recommend rule revisions.
- Encourages student involvement in the athletic program. Promotes academic success as an important priority for all students.
- Coordinates scheduling activities to ensure the efficient use of the weight room.
- Gives the athletic director a copy of all communications directed to weight room participants.
- Helps assign and track equipment issued to staff and students.
- Teaches precautions and procedures to help students prevent injuries. Ensures that equipment is appropriate for participants' physical development and skill level.
- Supervises training and conditioning activities as assigned. Evaluates individual performance. Identifies activities best suited for each sport. Instructs coaches, trainers, and athletes in proper training techniques. Consults with athletes about sports nutrition information.
- Works in conjunction with the athletic custodian to clean, recondition, and store equipment. Ensures that the weight room is kept orderly.
- Identifies health risks. Instructs custodial staff in sanitation procedures to maintain a hygienic weight room environment.
- Upholds the student conduct code. Implements effective pupil management procedures. Models behavior that demonstrates respect for rules, officials, and opponents. Ensures that participant communications do not demean or ridicule mistakes and/or performance.

- Provides guidance, communicates expectations, and shows an active interest in student progress.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Assists with collection, verification, and recording of program information as directed.
- Maintains accurate records and submits reports on time.
- Participates in staff meetings, conferences, and other required school activities.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Notifies an administrator and reports suspected child abuse and/or neglect to civil authorities as required by law.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Acknowledges personal accountability for decisions and conduct.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains an acceptable attendance record and is punctual.
- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

Working Conditions: To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations / conditions.

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Lifting, carrying, and moving work-related supplies/equipment.
- Traveling to meetings and work assignments.
- Working in proximity to moving mechanical parts.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the Coldwater Exempted Village School District Board of Education.

The Coldwater Exempted Village School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.