



# Tecumseh Local Schools

9760 West National Road  
New Carlisle, Ohio 45344  
937-845-3576

Denise L. Robinson  
Treasurer

Paula Crew  
Superintendent

Ivan Gehret  
Assistant Superintendent

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## ANNOUNCEMENT OF VACANCY FOR THE 2020-2021 SCHOOL YEAR

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### Assistant Varsity Girl's Basketball

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<u>Posting Date</u>	<u>Application Deadline</u>	<u>Beginning Date</u>
October 15, 2020	Until Filled	2020-2021 School Year

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Qualifications: High School Diploma or equivalent;  
Complies with drug-free workplace rules, board policies and administrative guidelines/procedures;  
Must pass BCI/FBI Criminal Background Check;  
Demonstrates a sincere desire to aid all students; and  
Good health, high moral character and good attendance.

Required Application Materials: Letter of interest;  
Current Resume;  
District application form;  
Signed criminal history check authorization form; and  
Signed release of employment information authorization form.

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*Each of the above application requirements is important in establishing a complete file on all applicants and only applicants with complete files will be considered for interviews.  
Internal applicants need only submit letter of interest and current resume.*

**Mail or deliver the requested materials to:** Mr. Craig Eier, Athletic Director  
9830 W National Road, New Carlisle, Ohio 45344  
Phone: 937-845-4512  
Email: [craig.eier@tecumsehlocal.org](mailto:craig.eier@tecumsehlocal.org)

*The Tecumseh Local School District is an Equal Opportunity Employer*

***Learning for All ~ Whatever it Takes!***

**TECUMSEH LOCAL SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**Title:** ASSISTANT COACH

**File 403**

**Reports to:** Head Coach

**Job Objective:** Uses technical expertise to coach the assigned athletic activity.

- Minimum Qualifications:**
- Valid state department of education license/certificate appropriate for the position.
  - Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
  - 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 pupil activity supervisor validation requirements (e.g., first aid/CPR, etc.).

**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 and teamwork skills. Provides guidance and encouragement to help students benefit from participation in program activities.
- Upholds board policies and follows administrative guidelines/procedures. Promotes a professional image of the school district. Encourages community partnerships that enhance district programs.
- Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- Reviews procedures and schedules before the start of the season. Consults with the head coach to evaluate program needs. Promotes the proper use, care, and security of school property.
- Attends all mandatory programs (e.g., rules interpretation, safety clinics, etc.).
- Monitors innovations, evaluates activities, and recommends program improvements.
- Helps coordinate the development of off-season activities (e.g., summer training, clinics, etc.).
- Helps parents and students understand program objectives. Explains student responsibilities (e.g., scholastic eligibility permission forms, medical exams, activity schedules, letters, awards, participation certificates, insurance coverage, waiver forms, etc.).
- Encourages student involvement in program activities. Helps verify medical/scholastic eligibility. Promotes academic success as an important priority for all students.
- Helps organize team tryouts. Helps maintain the integrity of the selection process.
- Carries out the assigned practice schedule. Gives the head coach a copy of all student communications.
- Helps ensure that all athletes receive appropriate instruction and support.
- Helps assign and track equipment issued to staff and students.
- Helps supervise the preparation of athletic fields and practice/training areas as directed.
- Teaches precautions and procedures to help students prevent injuries. Ensures that equipment is appropriate for participants' physical development and skill level.
- Helps ensure that all required medical authorizations forms are on file and readily available. Documents all injuries that require treatment.
- Helps evaluate individual/team performance. Helps develop/refine game strategies.
- Helps the athletic director secure personnel for home games when requested.
- 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.
- Helps arrange transportation and accompanies the team to sanctioned athletic activities.
- Obtains permission to be away when duties conflict with other assigned duties.
- Provides guidance, communicates expectations, and shows an active interest in student progress.
- Participates in athletic recognition programs. Helps verify that participants have fulfilled all requirements for letters, awards, and/or participation certificates.
- 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.
- Helps supervise approved fund raising projects. Works with the head coach to ensure that all financial activities are processed through the proper student activity account.

- Assists with collection, verification, and recording of program information as directed.
- Helps maintain accurate records. Submits reports on time.
- Participates in staff meetings, conferences, and other required school activities.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and supports school-sponsored activities.
- 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.

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

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance  
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Tecumseh Local School District Board of Education.

The Tecumseh Local 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. **Rev. 10/04**