

SYLVANIA SCHOOLS  
SUPPLEMENTAL JOB DESCRIPTION

**REV:** May 2005

**BUILDING:** High School Building

**BLDG.NO:**

**POSITION:** Assistant Athletic Director

**JOB#:**

**REPORTS TO:** Athletic Director

**TYPE:** Supplemental Limited

**FSLA:** Exempt

**STATUS:** Part-Time

Date: \_\_\_\_\_

Incumbent: \_\_\_\_\_

**POSITION RESPONSIBILITIES:**

1. Licensed/Certified teacher in the school where the activity occurs (preferred).
2. Apply for and hold a Pupil Activity Supervisor Permit. (CPR, first aid, sports med)
3. Supervises events in conjunction with or in the absence of the athletic director.
4. Oversight of gate workers including securing money before and after events.
5. Other activities as directed by the athletic director.
6. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
7. Help instill in students the belief in and practice of ethical principles and democratic values.
8. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
9. Conduct other duties related to their position as assigned by the principal and/or designee.

**SKILLS AND ABILITIES:**

1. Licensed/Certified teacher in the school where the activity occurs (preferred).
2. Ability to relate with and inspire young athletes.
3. Ability to work effectively with parents, educators, and other coaches.
4. Willingness to invest the necessary time during the season.
5. Ability to make minor repairs on equipment.
6. Such alternative to the above qualifications as the Board of Education may find appropriate.

**ADDITIONAL WORKING CONDITIONS:**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Assistant Athletic Director

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

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Superintendent or Designee

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Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

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Signature

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Date

Revised 5-05

SYLVANIA SCHOOLS  
SUPPLEMENTAL JOB DESCRIPTION

**REV:** August 2005

**BUILDING:** High School Building

**BLDG.NO:**

**POSITION:** Baseball Assistant Coach

**JOB#:**

**REPORTS TO:** Athletic Director

**TYPE:** Supplemental Limited

**FSLA:** Exempt

**STATUS:** Part-Time

Date: \_\_\_\_\_

Incumbent: \_\_\_\_\_

**POSITION RESPONSIBILITIES:**

1. Apply for and hold a Pupil Activity Supervisor Permit. (CPR, First Aid, Sports Med)
2. Promote academic endeavors as primary for the student-athlete including the monitoring of weekly eligibility sheets, teacher communications, etc.
3. Comply with all fund raising guidelines and procedures.
4. Encourage students to participate in the program.
5. Account for the condition, inventory, labeling, distribution, and procurement of all equipment.
6. Provide physical cards and assure that they are returned and signed prior to permitting a student to participate. Shall be accountable for all players meeting necessary requirements pertaining to insurance and athletic waivers.
7. Account for the assignment of lockers and the condition of the locker room.
8. Account for the collection of all fees and assist equipment manager in the issuing of fine slips.
9. Instruct and assist players in the care and prevention of injuries: taping techniques.
10. Have knowledge of, and observe, important dates set by the OHSAA such as Rules Interpretation meetings, no contact dates, and legal start dates for practices.
11. Instruct players in the proper use of the body-building equipment, training, etc.
12. Prepare outside facilities for all practice sessions – report maintenance needs to the Athletic Director.
13. Schedule, plan and conduct all practice sessions and scrimmages. Prepare and distribute play books.
14. Shall be accountable for player behavior during practice sessions, meetings, locker room activities, bus trips, and other activities under the auspices of the program.
15. Assist in the development and enforce training rules.
16. Schedule and conduct meeting to discuss forthcoming opponents.
17. Contribute to public relations by providing information to newspaper, radio, television stations, school newspaper, school web site coordinator, and other school publications.
18. Participate in Awards Program by distributing awards to players.
19. Attend and participate in Athletic Booster Club meetings when possible.
20. Evaluate players after each game and at the end of the season.

21. Encourage athletes to participate in other sports or an intense weight and strength conditioning program during the off season.
22. Attend clinics to improve sports knowledge.
23. Attend meetings as needed with Head Coach.
24. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
25. Helps instill in students the belief in and practice of ethical principles and democratic values.
26. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
27. Conducts other duties related to coaching as assigned by the Athletic Director and/or designee.

**SKILLS AND ABILITIES:**

1. State of Ohio Teaching license/certificate (preferred-not required).
2. Demonstrated coaching capabilities and experience.
3. Knowledge of baseball with emphasis on fundamentals.
4. Knowledge of training and conditioning techniques.
5. Ability to diagnose player strengths/deficiencies and prescribe corrective action.
6. Organizational and problem solving skills.
7. Ability to communicate ideas and directives effectively (orally and in writing).
8. Ability to relate with and inspire young athletes.
9. Ability to work effectively with parents, educators, and other coaches.
10. Willingness to invest the necessary time during the season.
11. Ability to make minor repairs on equipment.
12. Such alternative to the above qualifications as the Board of Education may find appropriate.

**ADDITIONAL WORKING CONDITIONS:**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

**Title:** Baseball Assistant Coach

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

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Superintendent or Designee

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Date

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Signature

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Date

SYLVANIA SCHOOLS  
SUPPLEMENTAL JOB DESCRIPTION

**REV:** August 2005

**BUILDING:** High School Building

**BLDG.NO:**

**POSITION:** Baseball Freshman Coach

**JOB#:**

**REPORTS TO:** Athletic Director

**TYPE:** Supplemental Limited

**FSLA:** Exempt

**STATUS:** Part-Time

Date: \_\_\_\_\_

Incumbent: \_\_\_\_\_

**POSITION RESPONSIBILITIES:**

1. Apply for and hold a Pupil Activity Supervisor Permit. (CPR, First Aid, sports med)
2. Promote academic endeavors as primary for the student-athlete including the monitoring of weekly eligibility sheets, teacher communications, etc.
3. Comply with all fund raising guidelines and procedures.
4. Encourage students to participate in the program.
5. Account for the condition, inventory, labeling, distribution, and procurement of all equipment.
6. Provide physical cards and assure that they are returned and signed prior to permitting a student to participate. Shall be accountable for all players meeting necessary requirements pertaining to insurance and athletic waivers.
7. Account for the assignment of lockers and the condition of the locker room.
8. Account for the collection of all fees and assist equipment manager in the issuing of fine slips.
9. Instruct and assist players in the care and prevention of injuries: taping techniques.
10. Have knowledge of, and observe, important dates set by the OHSAA such as Rules Interpretation meetings, no contact dates, and legal start dates for practices.
11. Instruct players in the proper use of the body-building equipment, training, etc.
12. Prepare outside facilities for all practice sessions – report maintenance needs to the Athletic Director.
13. Schedule, plan and conduct all practice sessions and scrimmages. Prepare and distribute play books.
14. Shall be accountable for player behavior during practice sessions, meetings, locker room activities, bus trips, and other activities under the auspices of the program.
15. Assist in the development and enforce training rules.
16. Schedule and conduct meeting to discuss forthcoming opponents.
17. Contribute to public relations by providing information to newspaper, radio, television stations, school newspaper, school web site coordinator, and other school publications.
18. Participate in Awards Program by distributing awards to players.
19. Attend and participate in Athletic Booster Club meetings when possible.
20. Evaluate players after each game and at the end of the season.

21. Encourage athletes to participate in other sports or an intense weight and strength conditioning program during the off season.
22. Attend clinics to improve sports knowledge.
23. Attend meetings as needed with Head Coach.
24. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
25. Helps instill in students the belief in and practice of ethical principles and democratic values.
26. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
27. Conducts other duties related to coaching as assigned by the Athletic Director and/or designee.

**SKILLS AND ABILITIES:**

1. State of Ohio Teaching license/certificate (preferred-not required).
2. Demonstrated coaching capabilities and experience.
3. Knowledge of baseball with emphasis on fundamentals.
4. Knowledge of training and conditioning techniques.
5. Ability to diagnose player strengths/deficiencies and prescribe corrective action.
6. Organizational and problem solving skills.
7. Ability to communicate ideas and directives effectively (orally and in writing).
8. Ability to relate with and inspire young athletes.
9. Ability to work effectively with parents, educators, and other coaches.
10. Willingness to invest the necessary time during the season.
11. Ability to make minor repairs on equipment.
12. Such alternative to the above qualifications as the Board of Education may find appropriate.
- 13.

**ADDITIONAL WORKING CONDITIONS:**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

**Title:** Baseball Freshman Coach

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

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Superintendent or Designee

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Date

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Signature

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Date

Revised 8-05

SYLVANIA SCHOOLS  
SUPPLEMENTAL JOB DESCRIPTION

**REV:** August 2005

**BUILDING:** High School Building

**BLDG.NO:**

**POSITION:** Baseball Head Coach

**JOB#:**

**REPORTS TO:** Athletic Director

**TYPE:** Supplemental Limited

**FSLA:** Exempt

**STATUS:** Part-Time

Date: \_\_\_\_\_

Incumbent: \_\_\_\_\_

**POSITION RESPONSIBILITIES:**

1. Apply for and hold a Pupil Activity Supervisor Permit. (CPR, First Aid, sports med)
2. Promote academic endeavors as primary for the student-athlete including the monitoring of weekly eligibility sheets, teacher communications, etc.
3. Comply with all fund raising guidelines and procedures.
4. Encourage students to participate in the program.
5. Account for the condition, inventory, labeling, distribution, and procurement of all equipment.
6. Account for the assignment of lockers and the condition of the locker room.
7. Account for the collection of all fees and assist equipment manager in the issuing of fine slips.
8. Instruct and assist players in the care and prevention of injuries: taping techniques.
9. Have a knowledge of, and observe, important dates set by the OHSAA such as Rules Interpretation meetings, no contact dates, and legal start dates for practices.
10. Instruct players in the proper use of the body-building equipment, training, etc.
11. Prepare outside facilities for all practice sessions – report maintenance needs to the Athletic Director.
12. Schedule, plan and conduct all practice sessions and scrimmages. Prepare and distribute play books.
13. Shall be accountable for player behavior during practice sessions, meetings, locker room activities, bus trips, and other activities under the auspices of the program.
14. Develop and enforce training rules.
15. Schedule and conduct meeting to discuss forthcoming opponents.
16. Attend, as many, reserve and other inter-district softball games as possible.
17. Contribute to public relations by providing information to newspaper, radio, television stations, school newspaper, school web site coordinator, and other school publications.
18. Aid in the selection of assistant coaches.
19. Correspond with college and university personnel to assist players in acquiring athletic scholarships.
20. Participate in Awards Program by distributing awards to players.

21. Attend and participate in Athletic Booster Club meetings when possible.
22. Evaluate players after each game and at the end of the season.
23. Encourage athletes to participate in other sports or an intense weight and strength conditioning program during the off season.
24. Provide physical cards and assure that they are returned and signed prior to permitting a student to participate. Shall be accountable for all players meeting necessary requirements pertaining to insurance and athletic waivers.
25. Attend clinics to improve sports knowledge.
26. Schedule meetings as needed with assistants.
27. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
28. Helps instill in students the belief in and practice of ethical principles and democratic values.
29. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
30. Conducts other duties related to coaching as assigned by the Athletic Director and/or designee.

**SKILLS AND ABILITIES:**

1. State of Ohio Teaching license/certificate (preferred-not required).
2. Demonstrated coaching capabilities and experience.
3. Knowledge of baseball with emphasis on fundamentals.
4. Knowledge of training and conditioning techniques.
5. Ability to diagnose player strengths/deficiencies and prescribe corrective action.
6. Organizational and problem solving skills.
7. Ability to communicate ideas and directives effectively (orally and in writing).
8. Ability to relate with and inspire young athletes.
9. Ability to work effectively with parents, educators, and other coaches.
10. Willingness to invest the necessary time during the season.
11. Ability to make minor repairs on equipment.
12. Such alternative to the above qualifications as the Board of Education may find appropriate.

**ADDITIONAL WORKING CONDITIONS:**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

**Title:** Baseball Head Coach

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Superintendent or Designee

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Date

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Signature

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Date

Revised 8-05

SYLVANIA SCHOOLS  
SUPPLEMENTAL JOB DESCRIPTION

**REV:** August 2005

**BUILDING:** High School Building

**BLDG.NO:**

**POSITION:** Basketball Freshman Coach

**JOB#:**

**REPORTS TO:** Athletic Director

**TYPE:** Supplemental Limited

**FSLA:** Exempt

**STATUS:** Part-Time

Date: \_\_\_\_\_

Incumbent: \_\_\_\_\_

**POSITION RESPONSIBILITIES:**

1. Apply for and hold a Pupil Activity Supervisor Permit. (CPR, First Aid, sports med)
2. Promote academic endeavors as primary for the student-athlete including the monitoring of weekly eligibility sheets, teacher communications, etc.
3. Comply with all fund raising guidelines and procedures.
4. Encourage students to participate in the program.
5. Account for the condition, inventory, labeling, distribution, and procurement of all equipment.
6. Provide physical cards and assure that they are returned and signed prior to permitting a student to participate. Shall be accountable for all players meeting necessary requirements pertaining to insurance and athletic waivers.
7. Account for the assignment of lockers and the condition of the locker room.
8. Account for the collection of all fees and assist equipment manager in the issuing of fine slips.
9. Instruct and assist players in the care and prevention of injuries: taping techniques.
10. Have knowledge of, and observe, important dates set by the OHSAA such as Rules Interpretation meetings, no contact dates, and legal start dates for practices.
11. Instruct players in the proper use of the body-building equipment, training, etc.
12. Prepare outside facilities for all practice sessions – report maintenance needs to the Athletic Director.
13. Schedule, plan and conduct all practice sessions and scrimmages.
14. Shall be accountable for player behavior during practice sessions, meetings, locker room activities, bus trips, and other activities under the auspices of the program.
15. Assist in the development and enforce training rules.
16. Schedule and conduct meeting to discuss forthcoming opponents.
17. Contribute to public relations by providing information to newspaper, radio, television stations, school newspaper, school web site coordinator, and other school publications.
18. Participate in Awards Program by distributing awards to players.
19. Attend and participate in Athletic Booster Club meetings when possible.
20. Evaluate players after each game and at the end of the season.

21. Encourage athletes to participate in other sports or an intense weight and strength conditioning program during the off season.
22. Attend clinics to improve sports knowledge.
23. Attend meetings as needed with Head Coach.
24. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
25. Helps instill in students the belief in and practice of ethical principles and democratic values.
26. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
27. Conducts other duties related to coaching as assigned by the Athletic Director and/or designee.

**SKILLS AND ABILITIES:**

1. State of Ohio Teaching license/certificate (preferred-not required).
2. Demonstrated coaching capabilities and experience.
3. Knowledge of basketball with emphasis on fundamentals.
4. Knowledge of training and conditioning techniques.
5. Ability to diagnose player strengths/deficiencies and prescribe corrective action.
6. Organizational and problem solving skills.
7. Ability to communicate ideas and directives effectively (orally and in writing).
8. Ability to relate with and inspire young athletes.
9. Ability to work effectively with parents, educators, and other coaches.
10. Willingness to invest the necessary time during the season.
11. Ability to make minor repairs on equipment.
12. Such alternative to the above qualifications as the Board of Education may find appropriate.

**ADDITIONAL WORKING CONDITIONS:**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

**Title:** Basketball Freshman Coach

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Superintendent or Designee

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Date

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Signature

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Date

Revised 8-05

SYLVANIA SCHOOLS  
SUPPLEMENTAL JOB DESCRIPTION

**REV:** August 2005

**BUILDING:** High School Building

**BLDG.NO:**

**POSITION:** Basketball Head Coach

**JOB#:**

**REPORTS TO:** Athletic Director

**TYPE:** Supplemental Limited

**FSLA:** Exempt

**STATUS:** Part-Time

Date: \_\_\_\_\_

Incumbent: \_\_\_\_\_

**POSITION RESPONSIBILITIES:**

1. Apply for and hold a Pupil Activity Supervisor Permit. (CPR, First Aid, sports med)
2. Promote academic endeavors as primary for the student-athlete including the monitoring of weekly eligibility sheets, teacher communications, etc.
3. Comply with all fund raising guidelines and procedures.
4. Encourage students to participate in the program.
5. Account for the condition, inventory, labeling, distribution, and procurement of all equipment.
6. Account for the assignment of lockers and the condition of the locker room.
7. Account for the collection of all fees and assist equipment manager in the issuing of fine slips.
8. Instruct and assist players in the care and prevention of injuries: taping techniques.
9. Have knowledge of, and observe, important dates set by the OHSAA such as Rules Interpretation meetings, no contact dates, and legal start dates for practices.
10. Instruct players in the proper use of the body-building equipment, training, etc.
11. Prepare outside facilities for all practice sessions – report maintenance needs to the Athletic Director.
12. Schedule, plan and conduct all practice sessions and scrimmages. Prepare and distribute play books.
13. Accountable for player behavior during practices, meetings, locker room activities, bus trips, and other activities under the auspices of the program.
14. Develop and enforce training rules.
15. Organize filming of all games; review and evaluate all game films.
16. Schedule and conduct meeting to discuss forthcoming opponents.
17. Attend, as many, reserve and other inter-district football games as possible.
18. Contribute to public relations by providing information to newspaper, radio, television stations, school newspaper, school web site coordinator, and other school publications.
19. Aid in the selection of assistant coaches.
20. Correspond with college and university personnel to assist players in acquiring athletic scholarships.
21. Participate in Awards Program by distributing awards to players.
22. Attend and participate in Athletic Booster Club meetings when possible.
23. Evaluate players after each game and at the end of the season.
24. Encourage athletes to participate in other sports or an intense weight and strength conditioning program during the off season.

25. Provide physical cards and assure that they are returned and signed prior to permitting a student to participate. Shall be accountable for all players meeting necessary requirements pertaining to insurance and athletic waivers.
26. Attend clinics to improve sports knowledge.
27. Schedule meetings as needed with assistants.
28. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
29. Helps instill in students the belief in and practice of ethical principles and democratic values.
30. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
31. Conducts other duties related to coaching as assigned by the Athletic Director and/or designee.

**SKILLS AND ABILITIES:**

1. State of Ohio Teaching license/certificate (preferred-not required).
2. Demonstrated coaching capabilities and experience.
3. Knowledge of basketball with emphasis on fundamentals.
4. Knowledge of training and conditioning techniques.
5. Ability to diagnose player strengths/deficiencies and prescribe corrective action.
6. Organizational and problem solving skills.
7. Ability to communicate ideas and directives effectively (orally and in writing).
8. Ability to relate with and inspire young athletes.
9. Ability to work effectively with parents, educators, and other coaches.
10. Willingness to invest the necessary time during the season.
11. Ability to make minor repairs on equipment.
12. Such alternative to the above qualifications as the Board of Education may find appropriate.

**ADDITIONAL WORKING CONDITIONS:**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

**Title:** Basketball Head Coach

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent’s supervisor, appointing authority, or designee.

\_\_\_\_\_  
Superintendent or Designee

\_\_\_\_\_  
Date

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

SYLVANIA SCHOOLS  
SUPPLEMENTAL JOB DESCRIPTION

**REV:** August 2005

**BUILDING:** High School Building

**BLDG.NO:**

**POSITION:** Basketball JV Coach

**JOB#:**

**REPORTS TO:** Athletic Director

**TYPE:** Supplemental Limited

**FSLA:** Exempt

**STATUS:** Part-Time

Date: \_\_\_\_\_

Incumbent: \_\_\_\_\_

**POSITION RESPONSIBILITIES:**

1. Apply for and hold a Pupil Activity Supervisor Permit. (CPR, First Aid, sports med)
2. Promote academic endeavors as primary for the student-athlete including the monitoring of weekly eligibility sheets, teacher communications, etc.
3. Comply with all fund raising guidelines and procedures.
4. Encourage students to participate in the program.
5. Account for the condition, inventory, labeling, distribution, and procurement of all equipment.
6. Provide physical cards and assure that they are returned and signed prior to permitting a student to participate. Shall be accountable for all players meeting necessary requirements pertaining to insurance and athletic waivers.
7. Account for the assignment of lockers and the condition of the locker room.
8. Account for the collection of all fees and assist equipment manager in the issuing of fine slips.
9. Instruct and assist players in the care and prevention of injuries: taping techniques.
10. Have knowledge of, and observe, important dates set by the OHSAA such as Rules Interpretation meetings, no contact dates, and legal start dates for practices.
11. Instruct players in the proper use of the body-building equipment, training, etc.
12. Prepare outside facilities for all practice sessions – report maintenance needs to the Athletic Director.
13. Schedule, plan and conduct all practice sessions and scrimmages. Prepare and distribute play books.
14. Shall be accountable for player behavior during practice sessions, meetings, locker room activities, bus trips, and other activities under the auspices of the program.
15. Assist in the development and enforce training rules.
16. Schedule and conduct meeting to discuss forthcoming opponents.
17. Contribute to public relations by providing information to newspaper, radio, television stations, school newspaper, school web site coordinator, and other school publications.
18. Participate in Awards Program by distributing awards to players.
19. Attend and participate in Athletic Booster Club meetings when possible.
20. Evaluate players after each game and at the end of the season.

21. Encourage athletes to participate in other sports or an intense weight and strength conditioning program during the off season.
22. Attend clinics to improve sports knowledge.
23. Attend meetings as needed with Head Coach.
24. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
25. Helps instill in students the belief in and practice of ethical principles and democratic values.
26. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
27. Conducts other duties related to coaching as assigned by the Athletic Director and/or designee.

**SKILLS AND ABILITIES:**

1. State of Ohio Teaching license/certificate (preferred-not required).
2. Demonstrated coaching capabilities and experience.
3. Knowledge of basketball with emphasis on fundamentals.
4. Knowledge of training and conditioning techniques.
5. Ability to diagnose player strengths/deficiencies and prescribe corrective action.
6. Organizational and problem solving skills.
7. Ability to communicate ideas and directives effectively (orally and in writing).
8. Ability to relate with and inspire young athletes.
9. Ability to work effectively with parents, educators, and other coaches.
10. Willingness to invest the necessary time during the season.
11. Ability to make minor repairs on equipment.
12. Such alternative to the above qualifications as the Board of Education may find appropriate.

**ADDITIONAL WORKING CONDITIONS:**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

**Title:** Basketball JV Coach

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Superintendent or Designee

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Date

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Signature

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Date

SYLVANIA SCHOOLS  
SUPPLEMENTAL JOB DESCRIPTION

**REV:** August 2005

**BUILDING:** High School Building

**BLDG.NO:**

**POSITION:** Cheerleader Freshman Coach

**JOB#:**

**REPORTS TO:** Athletic Director

**TYPE:** Supplemental Limited

**FSLA:** Exempt

**STATUS:** Part-Time

Date: \_\_\_\_\_

Incumbent: \_\_\_\_\_

**POSITION RESPONSIBILITIES:**

1. Apply for and hold a Pupil Activity Supervisor Permit. (CPR, First Aid, sports med)
2. Promote academic endeavors as primary for the student-athlete including the monitoring of weekly eligibility sheets, teacher communications, etc.
3. Comply with all fund raising guidelines and procedures.
4. Be present at all cheerleading practices on school grounds.
5. Attend and supervise athletic events.
6. Work with the athletic director to coordinate cheerleading activities with other athletic events.
7. Organize an impartial and fair system of selecting new cheerleaders.
8. Work with cheerleaders in determining need for new uniforms or other accessories that might be essential. (Any financial requisitions must be approved by the athletic director).
9. Assist with other activities closely related to cheerleading (pep assemblies, bonfires, raffles, etc.).
10. Attend and participate in awards program.
11. Attend local and state cheerleading conferences.
12. Schedule meetings as needed with assistants.
13. Confirm transportation arrangements with Athletic Director or Transportation Supervisor.
14. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
15. Helps instill in students the belief in and practice of ethical principles and democratic values.
16. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
17. Conducts other duties related to coaching as assigned by the Athletic Director and/or designee.
18. Encourage athletes to participate in other sports or an intense weight and strength conditioning program during the off season.
19. Attend meetings as needed with Head Coach.

**SKILLS AND ABILITIES:**

1. State of Ohio Teaching license/certificate (preferred-not required).

2. Demonstrated coaching capabilities and experience.
3. Knowledge of cheerleading with emphasis on fundamentals.
4. Knowledge of training and conditioning techniques.
5. Ability to diagnose player strengths/deficiencies and prescribe corrective action.
6. Organizational and problem solving skills.
7. Ability to communicate ideas and directives effectively (orally and in writing).
8. Ability to relate with and inspire young athletes.
9. Ability to work effectively with parents, educators, and other coaches.
10. Willingness to invest the necessary time during the season.
11. Ability to make minor repairs on equipment.
12. Such alternative to the above qualifications as the Board of Education may find appropriate.

**ADDITIONAL WORKING CONDITIONS:**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

**Title:** Cheerleader Freshman Coach

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

\_\_\_\_\_  
 Superintendent or Designee

\_\_\_\_\_  
 Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

Revised 8-05

SYLVANIA SCHOOLS  
SUPPLEMENTAL JOB DESCRIPTION

**REV:** August 2005

**BUILDING:** High School Building

**BLDG.NO:**

**POSITION:** Cheerleader Head Coach

**JOB#:**

**REPORTS TO:** Athletic Director

**TYPE:** Supplemental Limited

**FSLA:** Exempt

**STATUS:** Part-Time

Date: \_\_\_\_\_

Incumbent: \_\_\_\_\_

**POSITION RESPONSIBILITIES:**

1. Apply for and hold a Pupil Activity Supervisor Permit. (CPR, First Aid, sports med)
2. Promote academic endeavors as primary for the student-athlete including the monitoring of weekly eligibility sheets, teacher communications, etc.
3. Comply with all fund raising guidelines and procedures.
4. Be present at all cheerleading practices on school grounds.
5. Attend and supervise athletic events.
6. Work with the athletic director to coordinate cheerleading activities with other athletic events.
7. Organize an impartial and fair system of selecting new cheerleaders.
8. Work with cheerleaders in determining need for new uniforms or other accessories that might be essential. (Any financial requisitions must be approved by the athletic director).
9. Assist with other activities closely related to cheerleading (pep assemblies, bonfires, raffles, etc.).
10. Attend and participate in awards program.
11. Attend local and state cheerleading conferences.
12. Schedule meetings as needed.
13. Confirm transportation arrangements with Athletic Director or Transportation Supervisor.
14. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
15. Helps instill in students the belief in and practice of ethical principles and democratic values.
16. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
17. Conducts other duties related to coaching as assigned by the Athletic Director and/or designee.
18. Encourage athletes to participate in other sports during the off season.
19. Attend meetings as needed with Head Coach.

**SKILLS AND ABILITIES:**

1. State of Ohio Teaching license/certificate (preferred-not required).
2. Demonstrated coaching capabilities and experience.

3. Knowledge of cheerleading with emphasis on fundamentals.
4. Knowledge of training and conditioning techniques.
5. Ability to diagnose player strengths/deficiencies and prescribe corrective action.
6. Organizational and problem solving skills.
7. Ability to communicate ideas and directives effectively (orally and in writing).
8. Ability to relate with and inspire young athletes.
9. Ability to work effectively with parents, educators, and other coaches.
10. Willingness to invest the necessary time during the season.
11. Ability to make minor repairs on equipment.
12. Such alternative to the above qualifications as the Board of Education may find appropriate.

**ADDITIONAL WORKING CONDITIONS:**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

**Title:** Cheerleader Head Coach

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

\_\_\_\_\_  
 Superintendent or Designee

\_\_\_\_\_  
 Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

SYLVANIA SCHOOLS  
SUPPLEMENTAL JOB DESCRIPTION

**REV:** August 2005

**BUILDING:** High School Building

**BLDG.NO:**

**POSITION:** Cross Country Head Coach

**JOB#:**

**REPORTS TO:** Athletic Director

**TYPE:** Supplemental Limited

**FSLA:** Exempt

**STATUS:** Part-Time

Date: \_\_\_\_\_

Incumbent: \_\_\_\_\_

**POSITION RESPONSIBILITIES:**

1. Apply for and hold a Pupil Activity Supervisor Permit. (CPR, First Aid, sports med)
2. Promote academic endeavors as primary for the student-athlete including the monitoring of weekly eligibility sheets, teacher communications, etc.
3. Comply with all fund raising guidelines and procedures.
4. Encourage students to participate in the program.
5. Account for the condition, inventory, labeling, distribution, and procurement of all equipment.
6. Account for the assignment of lockers and the condition of the locker room.
7. Account for the collection of all fees and assist equipment manager in the issuing of fine slips.
8. Instruct and assist players in the care and prevention of injuries: taping techniques.
9. Have knowledge of, and observe, important dates set by the OHSAA such as Rules Interpretation meetings, no contact dates, and legal start dates for practices.
10. Instruct players in the proper use of the body-building equipment, training, etc.
11. Prepare outside facilities for all practice sessions – report maintenance needs to the Athletic Director.
12. Schedule, plan and conduct all practice sessions and scrimmages.
13. Shall be accountable for player behavior during practice sessions, meetings, locker room activities, bus trips, and other activities under the auspices of the program.
14. Develop and enforce training rules.
15. Schedule and conduct meeting to discuss forthcoming opponents.
16. Attend, as many, Junior High School meets as possible.
17. Contribute to public relations by providing information to newspaper, radio, television stations, school newspaper, school web site coordinator, and other school publications.
18. Aid in the selection of assistant coaches.
19. Correspond with college and university personnel to assist players in acquiring athletic scholarships.
20. Participate in Awards Program by distributing awards to players.
21. Attend and participate in Athletic Booster Club meetings when possible.
22. Evaluate players after each meet and at the end of the season.
23. Encourage athletes to participate in other sports or an intense weight and strength conditioning program during the off season.

24. Provide physical cards and assure that they are returned and signed prior to permitting a student to participate. Shall be accountable for all players meeting necessary requirements pertaining to insurance and athletic waivers.
25. Attend clinics to improve sports knowledge.
26. Schedule meetings as needed with assistants.
27. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
28. Helps instill in students the belief in and practice of ethical principles and democratic values.
29. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
30. Conducts other duties related to coaching as assigned by the Athletic Director and/or designee.

**SKILLS AND ABILITIES:**

1. State of Ohio Teaching license/certificate (preferred-not required).
2. Demonstrated coaching capabilities and experience.
3. Knowledge of cross country with emphasis on fundamentals.
4. Knowledge of training and conditioning techniques.
5. Ability to diagnose player strengths/deficiencies and prescribe corrective action.
6. Organizational and problem solving skills.
7. Ability to communicate ideas and directives effectively (orally and in writing).
8. Ability to relate with and inspire young athletes.
9. Ability to work effectively with parents, educators, and other coaches.
10. Willingness to invest the necessary time during the season.
11. Ability to make minor repairs on equipment.
12. Such alternative to the above qualifications as the Board of Education may find appropriate.

**ADDITIONAL WORKING CONDITIONS:**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

**Title:** Cross Country Head Coach

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

---

Superintendent or Designee

---

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

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Signature

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Date

Revised 8-05

SYLVANIA SCHOOLS  
SUPPLEMENTAL JOB DESCRIPTION

**REV:** August 2005

**BUILDING:** High School Building

**BLDG.NO:**

**POSITION:** Football Assistant Coach

**JOB#:**

**REPORTS TO:** Athletic Director

**TYPE:** Supplemental Limited

**FSLA:** Exempt

**STATUS:** Part-Time

Date: \_\_\_\_\_

Incumbent: \_\_\_\_\_

**POSITION RESPONSIBILITIES:**

1. Apply for and hold a Pupil Activity Supervisor Permit. (CPR, First Aid, sports med)
2. Promote academic endeavors as primary for the student-athlete including the monitoring of weekly eligibility sheets, teacher communications, etc.
3. Comply with all fund raising guidelines and procedures.
4. Encourage students to participate in the program.
5. Account for the condition, inventory, labeling, distribution, and procurement of all equipment.
6. Provide physical cards and assure that they are returned and signed prior to permitting a student to participate. Shall be accountable for all players meeting necessary requirements pertaining to insurance and athletic waivers.
7. Account for the assignment of lockers and the condition of the locker room.
8. Account for the collection of all fees and assist equipment manager in the issuing of fine slips.
9. Instruct and assist players in the care and prevention of injuries: taping techniques.
10. Have knowledge of, and observe, important dates set by the OHSAA such as Rules Interpretation meetings, no contact dates, and legal start dates for practices.
11. Instruct players in the proper use of the body-building equipment, training, etc.
12. Prepare outside facilities for all practice sessions – report maintenance needs to the Athletic Director.
13. Schedule, plan and conduct all practice sessions and scrimmages. Prepare and distribute play books.
14. Shall be accountable for player behavior during practice sessions, meetings, locker room activities, bus trips, and other activities under the auspices of the program.
15. Assist in the development and enforce training rules.
16. Schedule and conduct meeting to discuss forthcoming opponents.
17. Contribute to public relations by providing information to newspaper, radio, television stations, school newspaper, school web site coordinator, and other school publications.
18. Participate in Awards Program by distributing awards to players.
19. Attend and participate in Athletic Booster Club meetings when possible.
20. Evaluate players after each game and at the end of the season.

21. Encourage athletes to participate in other sports or an intense weight and strength conditioning program during the off season.
22. Attend clinics to improve sports knowledge.
23. Attend meetings as needed with Head Coach.
24. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
25. Helps instill in students the belief in and practice of ethical principles and democratic values.
26. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
27. Conducts other duties related to coaching as assigned by the Athletic Director and/or designee.

**SKILLS AND ABILITIES:**

1. State of Ohio Teaching license/certificate (preferred-not required).
2. Demonstrated coaching capabilities and experience.
3. Knowledge of football with emphasis on fundamentals.
4. Knowledge of training and conditioning techniques.
5. Ability to diagnose player strengths/deficiencies and prescribe corrective action.
6. Organizational and problem solving skills.
7. Ability to communicate ideas and directives effectively (orally and in writing).
8. Ability to relate with and inspire young athletes.
9. Ability to work effectively with parents, educators, and other coaches.
10. Willingness to invest the necessary time during the season.
11. Ability to make minor repairs on equipment.
12. Such alternative to the above qualifications as the Board of Education may find appropriate.

**ADDITIONAL WORKING CONDITIONS:**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

**Title:** Football Assistant Coach

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

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Superintendent or Designee

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Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

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Signature

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Date

Revised 8-05

SYLVANIA SCHOOLS  
SUPPLEMENTAL JOB DESCRIPTION

**REV:** August 2005

**BUILDING:** High School Building

**BLDG.NO:**

**POSITION:** Football Freshman Coach

**JOB#:**

**REPORTS TO:** Athletic Director

**TYPE:** Supplemental Limited

**FSLA:** Exempt

**STATUS:** Part-Time

Date: \_\_\_\_\_

Incumbent: \_\_\_\_\_

**POSITION RESPONSIBILITIES:**

1. Apply for and hold a Pupil Activity Supervisor Permit. (CPR, First Aid, sports med)
2. Promote academic endeavors as primary for the student-athlete including the monitoring of weekly eligibility sheets, teacher communications, etc.
3. Comply with all fund raising guidelines and procedures.
4. Encourage students to participate in the program.
5. Account for the condition, inventory, labeling, distribution, and procurement of all equipment.
6. Provide physical cards and assure that they are returned and signed prior to permitting a student to participate. Shall be accountable for all players meeting necessary requirements pertaining to insurance and athletic waivers.
7. Account for the assignment of lockers and the condition of the locker room.
8. Account for the collection of all fees and assist equipment manager in the issuing of fine slips.
9. Instruct and assist players in the care and prevention of injuries: taping techniques.
10. Have knowledge of, and observe, important dates set by the OHSAA such as Rules Interpretation meetings, no contact dates, and legal start dates for practices.
11. Instruct players in the proper use of the body-building equipment, training, etc.
12. Prepare outside facilities for all practice sessions – report maintenance needs to the Athletic Director.
13. Schedule, plan and conduct all practice sessions and scrimmages. Prepare and distribute play books.
14. Shall be accountable for player behavior during practice sessions, meetings, locker room activities, bus trips, and other activities under the auspices of the program.
15. Assist in the development and enforce training rules.
16. Schedule and conduct meeting to discuss forthcoming opponents.
17. Contribute to public relations by providing information to newspaper, radio, television stations, school newspaper, school web site coordinator, and other school publications.
18. Participate in Awards Program by distributing awards to players.
19. Attend and participate in Athletic Booster Club meetings when possible.
20. Evaluate players after each game and at the end of the season.

21. Encourage athletes to participate in other sports or an intense weight and strength conditioning program during the off season.
22. Attend clinics to improve sports knowledge.
23. Attend meetings as needed with Head Coach.
24. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
25. Helps instill in students the belief in and practice of ethical principles and democratic values.
26. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
27. Conducts other duties related to coaching as assigned by the Athletic Director and/or designee.

**SKILLS AND ABILITIES:**

1. State of Ohio Teaching license/certificate (preferred-not required).
2. Demonstrated coaching capabilities and experience.
3. Knowledge of football with emphasis on fundamentals.
4. Knowledge of training and conditioning techniques.
5. Ability to diagnose player strengths/deficiencies and prescribe corrective action.
6. Organizational and problem solving skills.
7. Ability to communicate ideas and directives effectively (orally and in writing).
8. Ability to relate with and inspire young athletes.
9. Ability to work effectively with parents, educators, and other coaches.
10. Willingness to invest the necessary time during the season.
11. Ability to make minor repairs on equipment.
12. Such alternative to the above qualifications as the Board of Education may find appropriate.

**ADDITIONAL WORKING CONDITIONS:**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

**Title:** Football Freshman Coach

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Superintendent or Designee

---

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

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Signature

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Date

Revised 8-05

SYLVANIA SCHOOLS  
SUPPLEMENTAL JOB DESCRIPTION

**REV:** August 2005

**BUILDING:** High School Building

**BLDG.NO:**

**POSITION:** Football Head Coach

**JOB#:**

**REPORTS TO:** Athletic Director

**TYPE:** Supplemental Limited

**FSLA:** Exempt

**STATUS:** Part-Time

Date: \_\_\_\_\_

Incumbent: \_\_\_\_\_

**POSITION RESPONSIBILITIES:**

1. Apply for and hold a Pupil Activity Supervisor Permit. (CPR, First Aid, sports med)
2. Promote academic endeavors as primary for the student-athlete including the monitoring of weekly eligibility sheets, teacher communications, etc.
3. Comply with all fund raising guidelines and procedures.
4. Encourage students to participate in the program.
5. Account for the condition, inventory, labeling, distribution, and procurement of all equipment.
6. Account for the assignment of lockers and the condition of the locker room.
7. Account for the collection of all fees and assist equipment manager in the issuing of fine slips.
8. Instruct and assist players in the care and prevention of injuries: taping techniques.
9. Have knowledge of, and observe, important dates set by the OHSAA such as Rules Interpretation meetings, no contact dates, and legal start dates for practices.
10. Instruct players in the proper use of the body-building equipment, training, etc.
11. Prepare outside facilities for all practice sessions – report maintenance needs to the Athletic Director.
12. Schedule, plan and conduct all practice sessions and scrimmages. Prepare and distribute play books.
13. Shall be accountable for player behavior during practice sessions, meetings, locker room activities, bus trips, and other activities under the auspices of the program.
14. Develop and enforce training rules.
15. Organize filming of all games; review and evaluate all game films.
16. Schedule and conduct meeting to discuss forthcoming opponents.
17. Attend, as many, reserve and other inter-district football games as possible.
18. Contribute to public relations by providing information to newspaper, radio, television stations, school newspaper, school web site coordinator, and other school publications.
19. Aid in the selection of assistant coaches.
20. Correspond with college and university personnel to assist players in acquiring athletic scholarships.
21. Participate in Awards Program by distributing awards to players.
22. Attend and participate in Athletic Booster Club meetings when possible.
23. Evaluate players after each game and at the end of the season.
24. Encourage athletes to participate in other sports or an intense weight and strength conditioning program during the off season.

25. Provide physical cards and assure that they are returned and signed prior to permitting a student to participate. Shall be accountable for all players meeting necessary requirements pertaining to insurance and athletic waivers.
26. Attend clinics to improve sports knowledge.
27. Schedule meetings as needed with assistants.
28. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
29. Helps instill in students the belief in and practice of ethical principles and democratic values.
30. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
31. Conducts other duties related to coaching as assigned by the Athletic Director and/or designee.

**SKILLS AND ABILITIES:**

1. State of Ohio Teaching license/certificate (preferred-not required).
2. Demonstrated coaching capabilities and experience.
3. Knowledge of football with emphasis on fundamentals.
4. Knowledge of training and conditioning techniques.
5. Ability to diagnose player strengths/deficiencies and prescribe corrective action.
6. Organizational and problem solving skills.
7. Ability to communicate ideas and directives effectively (orally and in writing).
8. Ability to relate with and inspire young athletes.
9. Ability to work effectively with parents, educators, and other coaches.
10. Willingness to invest the necessary time during the season.
11. Ability to make minor repairs on equipment.
12. Such alternative to the above qualifications as the Board of Education may find appropriate.

**ADDITIONAL WORKING CONDITIONS:**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

**Title:** Football Head Coach

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---

Superintendent or Designee

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Date

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Signature

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Date

Revised 8-05

SYLVANIA SCHOOLS  
SUPPLEMENTAL JOB DESCRIPTION

**REV:** August 2005

**BUILDING:** High School Building

**BLDG.NO:**

**POSITION:** Golf Coach

**JOB#:**

**REPORTS TO:** Athletic Director

**TYPE:** Supplemental Limited

**FSLA:** Exempt

**STATUS:** Part-Time

Date: \_\_\_\_\_

Incumbent: \_\_\_\_\_

**POSITION RESPONSIBILITIES:**

1. Apply for and hold a Pupil Activity Supervisor Permit. (CPR, First Aid, sports med)
2. Promote academic endeavors as primary for the student-athlete including the monitoring of weekly eligibility sheets, teacher communications, etc.
3. Comply with all fund raising guidelines and procedures.
4. Encourage students to participate in the program.
5. Account for the condition, inventory, labeling, distribution, and procurement of all equipment.
6. Account for the assignment of lockers and the condition of the locker room.
7. Account for the collection of all fees.
8. Instruct and assist players in the care and prevention of injuries: taping techniques.
9. Have knowledge of, and observe, important dates set by the OHSAA such as Rules Interpretation meetings, no contact dates, and legal start dates for practices.
10. Instruct players in the proper use of the body-building equipment, training, etc.
11. Schedule, plan and conduct all practice sessions and scrimmages.
12. Shall be accountable for player behavior during practice sessions, meetings, locker room activities, bus trips, and other activities under the auspices of the program.
13. Develop and enforce training rules.
14. Schedule and conduct meeting to discuss forthcoming opponents.
15. Contribute to public relations by providing information to newspaper, radio, television stations, school newspaper, school web site coordinator, and other school publications.
16. Correspond with college and university personnel to assist players in acquiring athletic scholarships.
17. Participate in Awards Program by distributing awards to players.
18. Attend and participate in Athletic Booster Club meetings when possible.
19. Evaluate players after each meet and at the end of the season.
20. Encourage athletes to participate in other sports or an intense weight and strength conditioning program during the off season.
21. Provide physical cards and assure that they are returned and signed prior to permitting a student to participate. Shall be accountable for all players meeting necessary requirements pertaining to insurance and athletic waivers.

22. Attend clinics to improve sports knowledge.
23. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
24. Helps instill in students the belief in and practice of ethical principles and democratic values.
25. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
26. Conducts other duties related to coaching as assigned by the Athletic Director and/or designee.

**SKILLS AND ABILITIES:**

1. State of Ohio Teaching license/certificate (preferred-not required).
2. Demonstrated coaching capabilities and experience.
3. Knowledge of golf with emphasis on fundamentals.
4. Knowledge of training and conditioning techniques.
5. Ability to diagnose player strengths/deficiencies and prescribe corrective action.
6. Organizational and problem solving skills.
7. Ability to communicate ideas and directives effectively (orally and in writing).
8. Ability to relate with and inspire young athletes.
9. Ability to work effectively with parents, educators, and other coaches.
10. Willingness to invest the necessary time during the season.
11. Ability to make minor repairs on equipment.
12. Such alternative to the above qualifications as the Board of Education may find appropriate.

**ADDITIONAL WORKING CONDITIONS:**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

**Title:** Golf Head Coach

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

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Superintendent or Designee

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Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

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Signature

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Date

Revised 8-05

SYLVANIA SCHOOLS  
SUPPLEMENTAL JOB DESCRIPTION

**NEW:** August 2007

**BUILDING:** High School Building

**BLDG.NO:**

**POSITION:** JV Golf Coach

**JOB#:**

**REPORTS TO:** Athletic Director

**TYPE:** Supplemental Limited

**FSLA:** Exempt

**STATUS:** Part-Time

Date: \_\_\_\_\_

Incumbent: \_\_\_\_\_

**POSITION RESPONSIBILITIES:**

1. Apply for and hold a Pupil Activity Supervisor Permit. (CPR, First Aid, sports med)
2. Promote academic endeavors as primary for the student-athlete including the monitoring of weekly eligibility sheets, teacher communications, etc.
3. Comply with all fund raising guidelines and procedures.
4. Encourage students to participate in the program.
5. Account for the condition, inventory, labeling, distribution, and procurement of all equipment.
6. Account for the assignment of lockers and the condition of the locker room.
7. Account for the collection of all fees.
8. Instruct and assist players in the care and prevention of injuries: taping techniques.
9. Have knowledge of, and observe, important dates set by the OHSAA such as Rules Interpretation meetings, no contact dates, and legal start dates for practices.
10. Instruct players in the proper use of the body-building equipment, training, etc.
11. Schedule, plan and conduct all practice sessions and scrimmages.
12. Shall be accountable for player behavior during practice sessions, meetings, locker room activities, bus trips, and other activities under the auspices of the program.
13. Develop and enforce training rules.
14. Schedule and conduct meeting to discuss forthcoming opponents.
15. Contribute to public relations by providing information to newspaper, radio, television stations, school newspaper, school web site coordinator, and other school publications.
16. Correspond with college and university personnel to assist players in acquiring athletic scholarships.
17. Participate in Awards Program by distributing awards to players.
18. Attend and participate in Athletic Booster Club meetings when possible.
19. Evaluate players after each meet and at the end of the season.
20. Encourage athletes to participate in other sports or an intense weight and strength conditioning program during the off season.
21. Provide physical cards and assure that they are returned and signed prior to permitting a student to participate. Shall be accountable for all players meeting necessary requirements pertaining to insurance and athletic waivers.

22. Attend clinics to improve sports knowledge.
23. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
24. Helps instill in students the belief in and practice of ethical principles and democratic values.
25. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
26. Conducts other duties related to coaching as assigned by the Athletic Director and/or the Head Golf Coach.

**SKILLS AND ABILITIES:**

1. State of Ohio Teaching license/certificate (preferred-not required).
2. Demonstrated coaching capabilities and experience.
3. Knowledge of golf with emphasis on fundamentals.
4. Knowledge of training and conditioning techniques.
5. Ability to diagnose player strengths/deficiencies and prescribe corrective action.
6. Organizational and problem solving skills.
7. Ability to communicate ideas and directives effectively (orally and in writing).
8. Ability to relate with and inspire young athletes.
9. Ability to work effectively with parents, educators, and other coaches.
10. Willingness to invest the necessary time during the season.
11. Ability to make minor repairs on equipment.
12. Such alternative to the above qualifications as the Board of Education may find appropriate.

**ADDITIONAL WORKING CONDITIONS:**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

**Title:** Golf JV Coach

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

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Superintendent or Designee

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Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

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Signature

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Date

New 8/2007

SYLVANIA SCHOOLS  
SUPPLEMENTAL JOB DESCRIPTION

**REV:** August 2005

**BUILDING:** High School Building

**BLDG.NO:**

**POSITION:** Gymnastics Head Coach

**JOB#:**

**REPORTS TO:** Athletic Director

**TYPE:** Supplemental Limited

**FSLA:** Exempt

**STATUS:** Part-Time

Date: \_\_\_\_\_

Incumbent: \_\_\_\_\_

**POSITION RESPONSIBILITIES:**

1. Apply for and hold a Pupil Activity Supervisor Permit. (CPR, First Aid, sports med)
2. Promote academic endeavors as primary for the student-athlete including the monitoring of weekly eligibility sheets, teacher communications, etc.
3. Comply with all fund raising guidelines and procedures.
4. Encourage students to participate in the program.
5. Account for the collection of all fees and assist equipment manager in the issuing of fine slips.
6. Instruct and assist players in the care and prevention of injuries: taping techniques.
7. Have knowledge of, and observe, important dates set by the OHSAA such as Rules Interpretation meetings, no contact dates, and legal start dates for practices.
8. Instruct players in the proper use of the body-building equipment, training, etc.
9. Schedule, plan and conduct all practice sessions.
10. Shall be accountable for player behavior during practice sessions, meetings, locker room activities, bus trips, and other activities under the auspices of the program.
11. Develop and enforce training rules.
12. Contribute to public relations by providing information to newspaper, radio, television stations, school newspaper, school web site coordinator, and other school publications.
13. Correspond with college and university personnel to assist players in acquiring athletic scholarships.
14. Participate in Awards Program by distributing awards to players.
15. Attend and participate in Athletic Booster Club meetings when possible.
16. Evaluate players after each game and at the end of the season.
17. Encourage athletes to participate in other sports or an intense weight and strength conditioning program during the off season.
18. Provide physical cards and assure that they are returned and signed prior to permitting a student to participate. Shall be accountable for all players meeting necessary requirements pertaining to insurance and athletic waivers.
19. Attend clinics to improve sports knowledge.

20. Communicate with athletic office on weekly basis, ie. report results of each contest, report praise/concerns, etc.
21. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
22. Helps instill in students the belief in and practice of ethical principles and democratic values.
23. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
24. Conducts other duties related to coaching as assigned by the Athletic Director and/or designee.

**SKILLS AND ABILITIES:**

1. State of Ohio Teaching license/certificate (preferred-not required).
2. Demonstrated coaching capabilities and experience.
3. Knowledge of gymnastics with emphasis on fundamentals.
4. Knowledge of training and conditioning techniques.
5. Ability to diagnose player strengths/deficiencies and prescribe corrective action.
6. Organizational and problem solving skills.
7. Ability to communicate ideas and directives effectively (orally and in writing).
8. Ability to relate with and inspire young athletes.
9. Ability to work effectively with parents, educators, and other coaches.
10. Willingness to invest the necessary time during the season.
11. Ability to make minor repairs on equipment.
12. Such alternative to the above qualifications as the Board of Education may find appropriate.

**ADDITIONAL WORKING CONDITIONS:**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

**Title:** Gymnastics Head Coach

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

---

Superintendent or Designee

---

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

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Signature

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Date

Revised 8-05

SYLVANIA SCHOOLS  
SUPPLEMENTAL JOB DESCRIPTION

**REV:** September 2007

**BUILDING:** High School Building

**BLDG.NO:**

**POSITION:** Hockey Assistant Varsity Coach

**JOB#:**

**REPORTS TO:** Athletic Director

**TYPE:** Supplemental Limited

**FSLA:** Exempt

**STATUS:** Part-Time

Date: \_\_\_\_\_

Incumbent: \_\_\_\_\_

**POSITION RESPONSIBILITIES:**

1. Apply for and hold a Pupil Activity Supervisor Permit. (CPR, First Aid, sports med)
2. Promote academic endeavors as primary for the student-athlete including the monitoring of weekly eligibility sheets, teacher communications, etc.
3. Comply with all fund raising guidelines and procedures.
4. Encourage students to participate in the program.
5. Account for the condition, inventory, labeling, distribution, and procurement of all equipment.
6. Account for the collection of all fees and assist equipment manager in the issuing of fine slips.
7. Provide physical cards and assure that they are returned and signed prior to permitting a student to participate. Shall be accountable for all players meeting necessary requirements pertaining to insurance and athletic waivers.
8. Instruct and assist players in the care and prevention of injuries: taping techniques.
9. Have knowledge of, and observe, important dates set by the OHSAA such as Rules Interpretation meetings, no contact dates, and legal start dates for practices.
10. Instruct players in the proper use of the body-building equipment, training, etc.
11. Schedule, plan and conduct all practice sessions and scrimmages. Prepare and distribute play books.
12. Shall be accountable for player behavior during practice sessions, meetings, locker room activities, bus trips, and other activities under the auspices of the program.
13. Develop and enforce training rules.
14. Schedule and conduct meetings to discuss forthcoming opponents.
15. Contribute to public relations by providing information to newspaper, radio, television stations, school newspaper, school web site coordinator, and other school publications.
16. Participate in Awards Program by distributing awards to players.
17. Attend and participate in Athletic Booster Club meetings when possible.
18. Evaluate players after each game and at the end of the season.
19. Encourage athletes to participate in other sports or an intense weight and strength conditioning program during the off season.
20. Attend clinics to improve sports knowledge.

21. Communicate with athletic office on weekly basis, ie. report results of each contest, report praise/concerns, etc.
22. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
23. Helps instill in students the belief in and practice of ethical principles and democratic values.
24. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
25. Conducts other duties related to coaching as assigned by the Athletic Director and/or designee.

**SKILLS AND ABILITIES:**

1. State of Ohio Teaching license/certificate (preferred-not required).
2. Demonstrated coaching capabilities and experience.
3. Knowledge of hockey with emphasis on fundamentals.
4. Knowledge of training and conditioning techniques.
5. Ability to diagnose player strengths/deficiencies and prescribe corrective action.
6. Organizational and problem solving skills.
7. Ability to communicate ideas and directives effectively (orally and in writing).
8. Ability to relate with and inspire young athletes.
9. Ability to work effectively with parents, educators, and other coaches.
10. Willingness to invest the necessary time during the season.
11. Ability to make minor repairs on equipment.
12. Such alternative to the above qualifications as the Board of Education may find appropriate.

**ADDITIONAL WORKING CONDITIONS:**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

**Title:** Hockey Assistant Varsity Coach

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

---

Superintendent or Designee

---

Date

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Signature

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Date

SYLVANIA SCHOOLS  
SUPPLEMENTAL JOB DESCRIPTION

**REV:** August 2005

**BUILDING:** High School Building

**BLDG.NO:**

**POSITION:** Hockey Head Coach

**JOB#:**

**REPORTS TO:** Athletic Director

**TYPE:** Supplemental Limited

**FSLA:** Exempt

**STATUS:** Part-Time

Date: \_\_\_\_\_

Incumbent: \_\_\_\_\_

**POSITION RESPONSIBILITIES:**

1. Apply for and hold a Pupil Activity Supervisor Permit. (CPR, First Aid, sports med)
2. Promote academic endeavors as primary for the student-athlete including the monitoring of weekly eligibility sheets, teacher communications, etc.
3. Comply with all fund raising guidelines and procedures.
4. Encourage students to participate in the program.
5. Account for the condition, inventory, labeling, distribution, and procurement of all equipment.
6. Account for the collection of all fees and assist equipment manager in the issuing of fine slips.
7. Instruct and assist players in the care and prevention of injuries: taping techniques.
8. Have knowledge of, and observe, important dates set by the OHSAA such as Rules Interpretation meetings, no contact dates, and legal start dates for practices.
9. Instruct players in the proper use of the body-building equipment, training, etc.
10. Report maintenance needs to the Athletic Director.
11. Schedule, plan and conduct all practice sessions and scrimmages. Prepare and distribute play books.
12. Shall be accountable for player behavior during practice sessions, meetings, locker room activities, bus trips, and other activities under the auspices of the program.
13. Develop and enforce training rules.
14. Schedule and conduct meetings to discuss forthcoming opponents.
15. Contribute to public relations by providing information to newspaper, radio, television stations, school newspaper, school web site coordinator, and other school publications.
16. Correspond with college and university personnel to assist players in acquiring athletic scholarships.
17. Participate in Awards Program by distributing awards to players.
18. Attend and participate in Athletic Booster Club meetings when possible.
19. Evaluate players after each game and at the end of the season.
20. Encourage athletes to participate in other sports or an intense weight and strength conditioning program during the off season.
21. Provide physical cards and assure that they are returned and signed prior to permitting a student to participate. Shall be accountable for all players meeting necessary requirements pertaining to insurance and athletic waivers.
22. Attend clinics to improve sports knowledge.
23. Communicate with athletic office on weekly basis, ie. report results of each contest, report praise/concerns, etc.

24. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
25. Helps instill in students the belief in and practice of ethical principles and democratic values.
26. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
27. Conducts other duties related to coaching as assigned by the Athletic Director and/or designee.

**SKILLS AND ABILITIES:**

1. State of Ohio Teaching license/certificate (preferred-not required).
2. Demonstrated coaching capabilities and experience.
3. Knowledge of hockey with emphasis on fundamentals.
4. Knowledge of training and conditioning techniques.
5. Ability to diagnose player strengths/deficiencies and prescribe corrective action.
6. Organizational and problem solving skills.
7. Ability to communicate ideas and directives effectively (orally and in writing).
8. Ability to relate with and inspire young athletes.
9. Ability to work effectively with parents, educators, and other coaches.
10. Willingness to invest the necessary time during the season.
11. Ability to make minor repairs on equipment.
12. Such alternative to the above qualifications as the Board of Education may find appropriate.

**ADDITIONAL WORKING CONDITIONS:**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

**Title:** Hockey Head Coach

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

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Superintendent or Designee

---

Date

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Signature

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Date

SYLVANIA SCHOOLS  
SUPPLEMENTAL JOB DESCRIPTION

**REV:** August 2005

**BUILDING:** High School Building

**BLDG.NO:**

**POSITION:** Hockey JV Coach

**JOB#:**

**REPORTS TO:** Athletic Director

**TYPE:** Supplemental Limited

**FSLA:** Exempt

**STATUS:** Part-Time

Date: \_\_\_\_\_

Incumbent: \_\_\_\_\_

**POSITION RESPONSIBILITIES:**

1. Apply for and hold a Pupil Activity Supervisor Permit. (CPR, First Aid, sports med)
2. Promote academic endeavors as primary for the student-athlete including the monitoring of weekly eligibility sheets, teacher communications, etc.
3. Comply with all fund raising guidelines and procedures.
4. Encourage students to participate in the program.
5. Account for the condition, inventory, labeling, distribution, and procurement of all equipment.
6. Account for the collection of all fees and assist equipment manager in the issuing of fine slips.
7. Provide physical cards and assure that they are returned and signed prior to permitting a student to participate. Shall be accountable for all players meeting necessary requirements pertaining to insurance and athletic waivers.
8. Instruct and assist players in the care and prevention of injuries: taping techniques.
9. Have knowledge of, and observe, important dates set by the OHSAA such as Rules Interpretation meetings, no contact dates, and legal start dates for practices.
10. Instruct players in the proper use of the body-building equipment, training, etc.
11. Schedule, plan and conduct all practice sessions and scrimmages. Prepare and distribute play books.
12. Shall be accountable for player behavior during practice sessions, meetings, locker room activities, bus trips, and other activities under the auspices of the program.
13. Develop and enforce training rules.
14. Schedule and conduct meetings to discuss forthcoming opponents.
15. Contribute to public relations by providing information to newspaper, radio, television stations, school newspaper, school web site coordinator, and other school publications.
16. Participate in Awards Program by distributing awards to players.
17. Attend and participate in Athletic Booster Club meetings when possible.
18. Evaluate players after each game and at the end of the season.
19. Encourage athletes to participate in other sports or an intense weight and strength conditioning program during the off season.
20. Attend clinics to improve sports knowledge.

21. Communicate with athletic office on weekly basis, ie. report results of each contest, report praise/concerns, etc.
22. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
23. Helps instill in students the belief in and practice of ethical principles and democratic values.
24. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
25. Conducts other duties related to coaching as assigned by the Athletic Director and/or designee.

**SKILLS AND ABILITIES:**

1. State of Ohio Teaching license/certificate (preferred-not required).
2. Demonstrated coaching capabilities and experience.
3. Knowledge of hockey with emphasis on fundamentals.
4. Knowledge of training and conditioning techniques.
5. Ability to diagnose player strengths/deficiencies and prescribe corrective action.
6. Organizational and problem solving skills.
7. Ability to communicate ideas and directives effectively (orally and in writing).
8. Ability to relate with and inspire young athletes.
9. Ability to work effectively with parents, educators, and other coaches.
10. Willingness to invest the necessary time during the season.
11. Ability to make minor repairs on equipment.
12. Such alternative to the above qualifications as the Board of Education may find appropriate.

**ADDITIONAL WORKING CONDITIONS:**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

**Title:** Hockey JV Coach

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

---

Superintendent or Designee

---

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

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Signature

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Date

SYLVANIA SCHOOLS  
SUPPLEMENTAL JOB DESCRIPTION

**REV:** August 2005

**BUILDING:** High School Building

**BLDG.NO:**

**POSITION:** Soccer Head Coach

**JOB#:**

**REPORTS TO:** Athletic Director

**TYPE:** Supplemental Limited

**FSLA:** Exempt

**STATUS:** Part-Time

Date: \_\_\_\_\_

Incumbent: \_\_\_\_\_

**POSITION RESPONSIBILITIES:**

1. Apply for and hold a Pupil Activity Supervisor Permit. (CPR, First Aid, sports med)
2. Promote academic endeavors as primary for the student-athlete including the monitoring of weekly eligibility sheets, teacher communications, etc.
3. Comply with all fund raising guidelines and procedures.
4. Encourage students to participate in the program.
5. Account for the condition, inventory, labeling, distribution, and procurement of all equipment.
6. Account for the assignment of lockers and the condition of the locker room.
7. Account for the collection of all fees and assist equipment manager in the issuing of fine slips.
8. Instruct and assist players in the care and prevention of injuries: taping techniques.
9. Have knowledge of, and observe, important dates set by the OHSAA such as Rules Interpretation meetings, no contact dates, and legal start dates for practices.
10. Instruct players in the proper use of the body-building equipment, training, etc.
11. Prepare outside facilities for all practice sessions – report maintenance needs to the Athletic Director.
12. Schedule, plan and conduct all practice sessions and scrimmages. Prepare and distribute play books.
13. Shall be accountable for player behavior during practice sessions, meetings, locker room activities, bus trips, and other activities under the auspices of the program.
14. Develop and enforce training rules.
15. Schedule and conduct meeting to discuss forthcoming opponents.
16. Attend, as many, reserve and other inter-district soccer games as possible.
17. Contribute to public relations by providing information to newspaper, radio, television stations, school newspaper, school web site coordinator, and other school publications.
18. Aid in the selection of assistant coaches.
19. Correspond with college and university personnel to assist players in acquiring athletic scholarships.
20. Participate in Awards Program by distributing awards to players.
21. Attend and participate in Athletic Booster Club meetings when possible.
22. Evaluate players after each game and at the end of the season.
23. Encourage athletes to participate in other sports or an intense weight and strength conditioning program during the off season.

24. Provide physical cards and assure that they are returned and signed prior to permitting a student to participate. Shall be accountable for all players meeting necessary requirements pertaining to insurance and athletic waivers.
25. Attend clinics to improve sports knowledge.
26. Schedule meetings as needed with assistants. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
27. Helps instill in students the belief in and practice of ethical principles and democratic values.
28. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
29. Conducts other duties related to coaching as assigned by the Athletic Director and/or designee.

**SKILLS AND ABILITIES:**

1. State of Ohio Teaching license/certificate (preferred-not required).
2. Demonstrated coaching capabilities and experience.
3. Knowledge of soccer with emphasis on fundamentals.
4. Knowledge of training and conditioning techniques.
5. Ability to diagnose player strengths/deficiencies and prescribe corrective action.
6. Organizational and problem solving skills.
7. Ability to communicate ideas and directives effectively (orally and in writing).
8. Ability to relate with and inspire young athletes.
9. Ability to work effectively with parents, educators, and other coaches.
10. Willingness to invest the necessary time during the season.
11. Ability to make minor repairs on equipment.
12. Such alternative to the above qualifications as the Board of Education may find appropriate.

**ADDITIONAL WORKING CONDITIONS:**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Soccer Head Coach

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

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Superintendent or Designee

---

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

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Signature

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Date

SYLVANIA SCHOOLS  
SUPPLEMENTAL JOB DESCRIPTION

**REV:** August 2005

**BUILDING:** High School Building

**BLDG.NO:**

**POSITION:** Soccer Head Coach Girls

**JOB#:**

**REPORTS TO:** Athletic Director

**TYPE:** Supplemental Limited

**FSLA:** Exempt

**STATUS:** Part-Time

Date: \_\_\_\_\_

Incumbent: \_\_\_\_\_

**POSITION RESPONSIBILITIES:**

1. Apply for and hold a Pupil Activity Supervisor Permit. (CPR, First Aid, sports med)
2. Promote academic endeavors as primary for the student-athlete including the monitoring of weekly eligibility sheets, teacher communications, etc.
3. Comply with all fund raising guidelines and procedures.
4. Encourage students to participate in the program.
5. Account for the condition, inventory, labeling, distribution, and procurement of all equipment.
6. Account for the assignment of lockers and the condition of the locker room.
7. Account for the collection of all fees and assist equipment manager in the issuing of fine slips.
8. Instruct and assist players in the care and prevention of injuries: taping techniques.
9. Have knowledge of, and observe, important dates set by the OHSAA such as Rules Interpretation meetings, no contact dates, and legal start dates for practices.
10. Instruct players in the proper use of the body-building equipment, training, etc.
11. Prepare outside facilities for all practice sessions – report maintenance needs to the Athletic Director.
12. Schedule, plan and conduct all practice sessions and scrimmages. Prepare and distribute play books.
13. Shall be accountable for player behavior during practice sessions, meetings, locker room activities, bus trips, and other activities under the auspices of the program.
14. Develop and enforce training rules.
15. Schedule and conduct meeting to discuss forthcoming opponents.
16. Attend, as many, reserve and other inter-district soccer games as possible.
17. Contribute to public relations by providing information to newspaper, radio, television stations, school newspaper, school web site coordinator, and other school publications.
18. Aid in the selection of assistant coaches.
19. Correspond with college and university personnel to assist players in acquiring athletic scholarships.
20. Participate in Awards Program by distributing awards to players.
21. Attend and participate in Athletic Booster Club meetings when possible.
22. Evaluate players after each game and at the end of the season.
23. Encourage athletes to participate in other sports or an intense weight and strength conditioning program during the off season.

24. Provide physical cards and assure that they are returned and signed prior to permitting a student to participate. Shall be accountable for all players meeting necessary requirements pertaining to insurance and athletic waivers.
25. Attend clinics to improve sports knowledge.
26. Schedule meetings as needed with assistants. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
27. Helps instill in students the belief in and practice of ethical principles and democratic values.
28. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
29. Conducts other duties related to coaching as assigned by the Athletic Director and/or designee.

**SKILLS AND ABILITIES:**

1. State of Ohio Teaching license/certificate (preferred-not required).
2. Demonstrated coaching capabilities and experience.
3. Knowledge of soccer with emphasis on fundamentals.
4. Knowledge of training and conditioning techniques.
5. Ability to diagnose player strengths/deficiencies and prescribe corrective action.
6. Organizational and problem solving skills.
7. Ability to communicate ideas and directives effectively (orally and in writing).
8. Ability to relate with and inspire young athletes.
9. Ability to work effectively with parents, educators, and other coaches.
10. Willingness to invest the necessary time during the season.
11. Ability to make minor repairs on equipment.
12. Such alternative to the above qualifications as the Board of Education may find appropriate.

**ADDITIONAL WORKING CONDITIONS:**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Soccer Head Coach Girls

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

---

Superintendent or Designee

---

Date

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Signature

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Date

Revised 8-05

SYLVANIA SCHOOLS  
SUPPLEMENTAL JOB DESCRIPTION

**REV:** August 2005

**BUILDING:** High School Building

**BLDG.NO:**

**POSITION:** Soccer JV Coach

**JOB#:**

**REPORTS TO:** Athletic Director

**TYPE:** Supplemental Limited

**FSLA:** Exempt

**STATUS:** Part-Time

Date: \_\_\_\_\_

Incumbent: \_\_\_\_\_

**POSITION RESPONSIBILITIES:**

1. Apply for and hold a Pupil Activity Supervisor Permit. (CPR, First Aid, sports med)
2. Promote academic endeavors as primary for the student-athlete including the monitoring of weekly eligibility sheets, teacher communications, etc.
3. Comply with all fund raising guidelines and procedures.
4. Encourage students to participate in the program.
5. Account for the condition, inventory, labeling, distribution, and procurement of all equipment.
6. Provide physical cards and assure that they are returned and signed prior to permitting a student to participate. Shall be accountable for all players meeting necessary requirements pertaining to insurance and athletic waivers.
7. Account for the assignment of lockers and the condition of the locker room.
8. Account for the collection of all fees and assist equipment manager in the issuing of fine slips.
9. Instruct and assist players in the care and prevention of injuries: taping techniques.
10. Have knowledge of, and observe, important dates set by the OHSAA such as Rules Interpretation meetings, no contact dates, and legal start dates for practices.
11. Instruct players in the proper use of the body-building equipment, training, etc.
12. Prepare outside facilities for all practice sessions – report maintenance needs to the Athletic Director.
13. Schedule, plan and conduct all practice sessions and scrimmages. Prepare and distribute play books.
14. Shall be accountable for player behavior during practice sessions, meetings, locker room activities, bus trips, and other activities under the auspices of the program.
15. Assist in the development and enforce training rules.
16. Schedule and conduct meeting to discuss forthcoming opponents.
17. Contribute to public relations by providing information to newspaper, radio, television stations, school newspaper, school web site coordinator, and other school publications.
18. Participate in Awards Program by distributing awards to players.
19. Attend and participate in Athletic Booster Club meetings when possible.
20. Evaluate players after each game and at the end of the season.
21. Encourage athletes to participate in other sports or an intense weight and strength conditioning program during the off season.
22. Attend clinics to improve sports knowledge.
23. Attend meetings as needed with Head Coach.

24. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
25. Helps instill in students the belief in and practice of ethical principles and democratic values.
26. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
27. Conducts other duties related to coaching as assigned by the Athletic Director and/or designee.

**SKILLS AND ABILITIES:**

1. State of Ohio Teaching license/certificate (preferred-not required).
2. Demonstrated coaching capabilities and experience.
3. Knowledge of soccer with emphasis on fundamentals.
4. Knowledge of training and conditioning techniques.
5. Ability to diagnose player strengths/deficiencies and prescribe corrective action.
6. Organizational and problem solving skills.
7. Ability to communicate ideas and directives effectively (orally and in writing).
8. Ability to relate with and inspire young athletes.
9. Ability to work effectively with parents, educators, and other coaches.
10. Willingness to invest the necessary time during the season.
11. Ability to make minor repairs on equipment.
12. Such alternative to the above qualifications as the Board of Education may find appropriate.

**ADDITIONAL WORKING CONDITIONS:**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Soccer JV Coach

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

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Superintendent or Designee

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Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

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Signature

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Date

SYLVANIA SCHOOLS  
SUPPLEMENTAL JOB DESCRIPTION

**REV:** August 2005

**BUILDING:** High School Building

**BLDG.NO:**

**POSITION:** Soccer JV Coach Girls

**JOB#:**

**REPORTS TO:** Athletic Director

**TYPE:** Supplemental Limited

**FSLA:** Exempt

**STATUS:** Part-Time

Date: \_\_\_\_\_

Incumbent: \_\_\_\_\_

**POSITION RESPONSIBILITIES:**

1. Apply for and hold a Pupil Activity Supervisor Permit. (CPR, First Aid, sports med)
2. Promote academic endeavors as primary for the student-athlete including the monitoring of weekly eligibility sheets, teacher communications, etc.
3. Comply with all fund raising guidelines and procedures.
4. Encourage students to participate in the program.
5. Account for the condition, inventory, labeling, distribution, and procurement of all equipment.
6. Provide physical cards and assure that they are returned and signed prior to permitting a student to participate. Shall be accountable for all players meeting necessary requirements pertaining to insurance and athletic waivers.
7. Account for the assignment of lockers and the condition of the locker room.
8. Account for the collection of all fees and assist equipment manager in the issuing of fine slips.
9. Instruct and assist players in the care and prevention of injuries: taping techniques.
10. Have knowledge of, and observe, important dates set by the OHSAA such as Rules Interpretation meetings, no contact dates, and legal start dates for practices.
11. Instruct players in the proper use of the body-building equipment, training, etc.
12. Prepare outside facilities for all practice sessions – report maintenance needs to the Athletic Director.
13. Schedule, plan and conduct all practice sessions and scrimmages. Prepare and distribute play books.
14. Shall be accountable for player behavior during practice sessions, meetings, locker room activities, bus trips, and other activities under the auspices of the program.
15. Assist in the development and enforce training rules.
16. Schedule and conduct meeting to discuss forthcoming opponents.
17. Contribute to public relations by providing information to newspaper, radio, television stations, school newspaper, school web site coordinator, and other school publications.
18. Participate in Awards Program by distributing awards to players.
19. Attend and participate in Athletic Booster Club meetings when possible.
20. Evaluate players after each game and at the end of the season.
21. Encourage athletes to participate in other sports or an intense weight and strength conditioning program during the off season.
22. Attend clinics to improve sports knowledge.
23. Attend meetings as needed with Head Coach.

24. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
25. Helps instill in students the belief in and practice of ethical principles and democratic values.
26. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
27. Conducts other duties related to coaching as assigned by the Athletic Director and/or designee.

**SKILLS AND ABILITIES:**

1. State of Ohio Teaching license/certificate (preferred-not required).
2. Demonstrated coaching capabilities and experience.
3. Knowledge of soccer with emphasis on fundamentals.
4. Knowledge of training and conditioning techniques.
5. Ability to diagnose player strengths/deficiencies and prescribe corrective action.
6. Organizational and problem solving skills.
7. Ability to communicate ideas and directives effectively (orally and in writing).
8. Ability to relate with and inspire young athletes.
9. Ability to work effectively with parents, educators, and other coaches.
10. Willingness to invest the necessary time during the season.
11. Ability to make minor repairs on equipment.
12. Such alternative to the above qualifications as the Board of Education may find appropriate.

**ADDITIONAL WORKING CONDITIONS:**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Soccer JV Coach Girls

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

---

Superintendent or Designee

---

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

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Signature

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Date

SYLVANIA SCHOOLS  
SUPPLEMENTAL JOB DESCRIPTION

**REV:** August 2005

**BUILDING:** High School Building

**BLDG.NO:**

**POSITION:** Softball Assistant Coach

**JOB#:**

**REPORTS TO:** Athletic Director

**TYPE:** Supplemental Limited

**FSLA:** Exempt

**STATUS:** Part-Time

Date: \_\_\_\_\_

Incumbent: \_\_\_\_\_

**POSITION RESPONSIBILITIES:**

1. Apply for and hold a Pupil Activity Supervisor Permit. (CPR, First Aid, sports med)
2. Promote academic endeavors as primary for the student-athlete including the monitoring of weekly eligibility sheets, teacher communications, etc.
3. Comply with all fund raising guidelines and procedures.
4. Encourage students to participate in the program.
5. Account for the condition, inventory, labeling, distribution, and procurement of all equipment.
6. Provide physical cards and assure that they are returned and signed prior to permitting a student to participate. Shall be accountable for all players meeting necessary requirements pertaining to insurance and athletic waivers.
7. Account for the assignment of lockers and the condition of the locker room.
8. Account for the collection of all fees and assist equipment manager in the issuing of fine slips.
9. Instruct and assist players in the care and prevention of injuries: taping techniques.
10. Have knowledge of, and observe, important dates set by the OHSAA such as Rules Interpretation meetings, no contact dates, and legal start dates for practices.
11. Instruct players in the proper use of the body-building equipment, training, etc.
12. Prepare outside facilities for all practice sessions – report maintenance needs to the Athletic Director.
13. Schedule, plan and conduct all practice sessions and scrimmages. Prepare and distribute play books.
14. Shall be accountable for player behavior during practice sessions, meetings, locker room activities, bus trips, and other activities under the auspices of the program.
15. Assist in the development and enforce training rules.
16. Schedule and conduct meeting to discuss forthcoming opponents.
17. Contribute to public relations by providing information to newspaper, radio, television stations, school newspaper, school web site coordinator, and other school publications.
18. Participate in Awards Program by distributing awards to players.
19. Attend and participate in Athletic Booster Club meetings when possible.
20. Evaluate players after each game and at the end of the season.
21. Encourage athletes to participate in other sports or an intense weight and strength conditioning program during the off season.
22. Attend clinics to improve sports knowledge.
23. Attend meetings as needed with Head Coach.

24. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
25. Helps instill in students the belief in and practice of ethical principles and democratic values.
26. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
27. Conducts other duties related to coaching as assigned by the Athletic Director and/or designee.

**SKILLS AND ABILITIES:**

1. State of Ohio Teaching license/certificate (preferred-not required).
2. Demonstrated coaching capabilities and experience.
3. Knowledge of softball with emphasis on fundamentals.
4. Knowledge of training and conditioning techniques.
5. Ability to diagnose player strengths/deficiencies and prescribe corrective action.
6. Organizational and problem solving skills.
7. Ability to communicate ideas and directives effectively (orally and in writing).
8. Ability to relate with and inspire young athletes.
9. Ability to work effectively with parents, educators, and other coaches.
10. Willingness to invest the necessary time during the season.
11. Ability to make minor repairs on equipment.
12. Such alternative to the above qualifications as the Board of Education may find appropriate.

**ADDITIONAL WORKING CONDITIONS:**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Softball Assistant Coach

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

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Superintendent or Designee

---

Date

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Signature

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Date

Revised 8-05

SYLVANIA SCHOOLS  
SUPPLEMENTAL JOB DESCRIPTION

**REV:** August 2005

**BUILDING:** High School Building

**BLDG.NO:**

**POSITION:** Softball Freshman Coach

**JOB#:**

**REPORTS TO:** Athletic Director

**TYPE:** Supplemental Limited

**FSLA:** Exempt

**STATUS:** Part-Time

Date: \_\_\_\_\_

Incumbent: \_\_\_\_\_

**POSITION RESPONSIBILITIES:**

1. Apply for and hold a Pupil Activity Supervisor Permit. (CPR, First Aid, sports med)
2. Promote academic endeavors as primary for the student-athlete including the monitoring of weekly eligibility sheets, teacher communications, etc.
3. Comply with all fund raising guidelines and procedures.
4. Encourage students to participate in the program.
5. Account for the condition, inventory, labeling, distribution, and procurement of all equipment.
6. Provide physical cards and assure that they are returned and signed prior to permitting a student to participate. Shall be accountable for all players meeting necessary requirements pertaining to insurance and athletic waivers.
7. Account for the assignment of lockers and the condition of the locker room.
8. Account for the collection of all fees and assist equipment manager in the issuing of fine slips.
9. Instruct and assist players in the care and prevention of injuries: taping techniques.
10. Have knowledge of, and observe, important dates set by the OHSAA such as Rules Interpretation meetings, no contact dates, and legal start dates for practices.
11. Instruct players in the proper use of the body-building equipment, training, etc.
12. Prepare outside facilities for all practice sessions – report maintenance needs to the Athletic Director.
13. Schedule, plan and conduct all practice sessions and scrimmages. Prepare and distribute play books.
14. Shall be accountable for player behavior during practice sessions, meetings, locker room activities, bus trips, and other activities under the auspices of the program.
15. Assist in the development and enforce training rules.
16. Schedule and conduct meeting to discuss forthcoming opponents.
17. Contribute to public relations by providing information to newspaper, radio, television stations, school newspaper, school web site coordinator, and other school publications.
18. Participate in Awards Program by distributing awards to players.
19. Attend and participate in Athletic Booster Club meetings when possible.
20. Evaluate players after each game and at the end of the season.

21. Encourage athletes to participate in other sports or an intense weight and strength conditioning program during the off season.
22. Attend clinics to improve sports knowledge.
23. Attend meetings as needed with Head Coach.
24. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
25. Helps instill in students the belief in and practice of ethical principles and democratic values.
26. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
27. Conducts other duties related to coaching as assigned by the Athletic Director and/or designee.

**SKILLS AND ABILITIES:**

1. State of Ohio Teaching license/certificate (preferred-not required).
2. Demonstrated coaching capabilities and experience.
3. Knowledge of softball with emphasis on fundamentals.
4. Knowledge of training and conditioning techniques.
5. Ability to diagnose player strengths/deficiencies and prescribe corrective action.
6. Organizational and problem solving skills.
7. Ability to communicate ideas and directives effectively (orally and in writing).
8. Ability to relate with and inspire young athletes.
9. Ability to work effectively with parents, educators, and other coaches.
10. Willingness to invest the necessary time during the season.
11. Ability to make minor repairs on equipment.
12. Such alternative to the above qualifications as the Board of Education may find appropriate.

**ADDITIONAL WORKING CONDITIONS:**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Softball Freshman Coach

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

---

Superintendent or Designee

---

Date

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Signature

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Date

Revised 8-05

SYLVANIA SCHOOLS  
SUPPLEMENTAL JOB DESCRIPTION

**REV:** August 2005

**BUILDING:** High School Building

**BLDG.NO:**

**POSITION:** Softball Head Coach

**JOB#:**

**REPORTS TO:** Athletic Director

**TYPE:** Supplemental Limited

**FSLA:** Exempt

**STATUS:** Part-Time

Date: \_\_\_\_\_

Incumbent: \_\_\_\_\_

**POSITION RESPONSIBILITIES:**

1. Apply for and hold a Pupil Activity Supervisor Permit. (CPR, First Aid, sports med)
2. Promote academic endeavors as primary for the student-athlete including the monitoring of weekly eligibility sheets, teacher communications, etc.
3. Comply with all fund raising guidelines and procedures.
4. Encourage students to participate in the program.
5. Account for the condition, inventory, labeling, distribution, and procurement of all equipment.
6. Account for the assignment of lockers and the condition of the locker room.
7. Account for the collection of all fees and assist equipment manager in the issuing of fine slips.
8. Instruct and assist players in the care and prevention of injuries: taping techniques.
9. Have knowledge of, and observe, important dates set by the OHSAA such as Rules Interpretation meetings, no contact dates, and legal start dates for practices.
10. Instruct players in the proper use of the body-building equipment, training, etc.
11. Prepare outside facilities for all practice sessions – report maintenance needs to the Athletic Director.
12. Schedule, plan and conduct all practice sessions and scrimmages. Prepare and distribute play books.
13. Shall be accountable for player behavior during practice sessions, meetings, locker room activities, bus trips, and other activities under the auspices of the program.
14. Develop and enforce training rules.
15. Schedule and conduct meeting to discuss forthcoming opponents.
16. Attend, as many, reserve and other inter-district softball games as possible.
17. Contribute to public relations by providing information to newspaper, radio, television stations, school newspaper, school web site coordinator, and other school publications.
18. Aid in the selection of assistant coaches.
19. Correspond with college and university personnel to assist players in acquiring athletic scholarships.
20. Participate in Awards Program by distributing awards to players.
21. Attend and participate in Athletic Booster Club meetings when possible.
22. Evaluate players after each game and at the end of the season.
23. Encourage athletes to participate in other sports or an intense weight and strength conditioning program during the off season.

24. Provide physical cards and assure that they are returned and signed prior to permitting a student to participate. Shall be accountable for all players meeting necessary requirements pertaining to insurance and athletic waivers.
25. Attend clinics to improve sports knowledge.
26. Schedule meetings as needed with assistants.
27. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
28. Helps instill in students the belief in and practice of ethical principles and democratic values.
29. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
30. Conducts other duties related to coaching as assigned by the Athletic Director and/or designee.

**SKILLS AND ABILITIES:**

1. State of Ohio Teaching license/certificate (preferred-not required).
2. Demonstrated coaching capabilities and experience.
3. Knowledge of softball with emphasis on fundamentals.
4. Knowledge of training and conditioning techniques.
5. Ability to diagnose player strengths/deficiencies and prescribe corrective action.
6. Organizational and problem solving skills.
7. Ability to communicate ideas and directives effectively (orally and in writing).
8. Ability to relate with and inspire young athletes.
9. Ability to work effectively with parents, educators, and other coaches.
10. Willingness to invest the necessary time during the season.
11. Ability to make minor repairs on equipment.
12. Such alternative to the above qualifications as the Board of Education may find appropriate.

**ADDITIONAL WORKING CONDITIONS:**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Softball Head Coach

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

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Superintendent or Designee

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Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

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Signature

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Date

SYLVANIA SCHOOLS  
SUPPLEMENTAL JOB DESCRIPTION

**REV:** August 2005

**BUILDING:** High School Building

**BLDG.NO:**

**POSITION:** Swimming Assistant Coach

**JOB#:**

**REPORTS TO:** Athletic Director

**TYPE:** Supplemental Limited

**FSLA:** Exempt

**STATUS:** Part-Time

Date: \_\_\_\_\_

Incumbent: \_\_\_\_\_

**POSITION RESPONSIBILITIES:**

1. Apply for and hold a Pupil Activity Supervisor Permit. (CPR, First Aid, sports med)
2. Promote academic endeavors as primary for the student-athlete including the monitoring of weekly eligibility sheets, teacher communications, etc.
3. Comply with all fund raising guidelines and procedures.
4. Encourage students to participate in the program.
5. Assist in the accounting of the condition, inventory, labeling, distribution, and procurement of all equipment.
6. Provide physical cards and assure that they are returned and signed prior to permitting a student to participate. Shall be accountable for all players meeting necessary requirements pertaining to insurance and athletic waivers.
7. Account for the assignment of lockers and the condition of the locker room.
8. Assist in the collection of all fees.
9. Instruct and assist players in the care and prevention of injuries: taping techniques.
10. Have knowledge of, and observe, important dates set by the OHSAA such as Rules Interpretation meetings, no contact dates, and legal start dates for practices.
11. Instruct players in the proper use of the body-building equipment, training, etc.
12. Prepare outside facilities for all practice sessions – report maintenance needs to the Athletic Director.
13. Schedule, plan and conduct all practice sessions and scrimmages. Prepare and distribute play books.
14. Shall be accountable for player behavior during practice sessions, meetings, locker room activities, bus trips, and other activities under the auspices of the program.
15. Assist in the development and enforce training rules.
16. Schedule and conduct meeting to discuss forthcoming opponents.
17. Contribute to public relations by providing information to newspaper, radio, television stations, school newspaper, school web site coordinator, and other school publications.
18. Participate in Awards Program by distributing awards to players.
19. Attend and participate in Athletic Booster Club meetings when possible.
20. Evaluate players after each meet and at the end of the season.

21. Encourage athletes to participate in other sports or an intense weight and strength conditioning program during the off season.
22. Attend clinics to improve sports knowledge.
23. Attend meetings as needed with Head Coach.
24. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
25. Helps instill in students the belief in and practice of ethical principles and democratic values.
26. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
27. Conducts other duties related to coaching as assigned by the Athletic Director and/or designee.

**SKILLS AND ABILITIES:**

1. State of Ohio Teaching license/certificate (preferred-not required).
2. Demonstrated coaching capabilities and experience.
3. Knowledge of swimming with emphasis on fundamentals.
4. Knowledge of training and conditioning techniques.
5. Ability to diagnose player strengths/deficiencies and prescribe corrective action.
6. Organizational and problem solving skills.
7. Ability to communicate ideas and directives effectively (orally and in writing).
8. Ability to relate with and inspire young athletes.
9. Ability to work effectively with parents, educators, and other coaches.
10. Willingness to invest the necessary time during the season.
11. Ability to make minor repairs on equipment.
12. Such alternative to the above qualifications as the Board of Education may find appropriate.

**ADDITIONAL WORKING CONDITIONS:**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Swimming Assistant Coach

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

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Superintendent or Designee

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Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

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Signature

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Date

Revised 8-05

SYLVANIA SCHOOLS  
SUPPLEMENTAL JOB DESCRIPTION

**REV:** August 2005

**BUILDING:** High School Building

**BLDG.NO:**

**POSITION:** Swimming Head Coach

**JOB#:**

**REPORTS TO:** Athletic Director

**TYPE:** Supplemental Limited

**FSLA:** Exempt

**STATUS:** Part-Time

Date: \_\_\_\_\_

Incumbent: \_\_\_\_\_

**POSITION RESPONSIBILITIES:**

1. Apply for and hold a Pupil Activity Supervisor Permit. (CPR, First Aid, sports med)
2. Promote academic endeavors as primary for the student-athlete including the monitoring of weekly eligibility sheets, teacher communications, etc.
3. Comply with all fund raising guidelines and procedures.
4. Encourage students to participate in the program.
5. Account for the condition, inventory, labeling, distribution, and procurement of all equipment.
6. Account for the assignment of lockers and the condition of the locker room.
7. Account for the collection of all fees.
8. Instruct and assist players in the care and prevention of injuries: taping techniques.
9. Have knowledge of, and observe, important dates set by the OHSAA such as Rules Interpretation meetings, no contact dates, and legal start dates for practices.
10. Instruct players in the proper use of the body-building equipment, training, etc.
11. Prepare pool facilities for all practice sessions – report maintenance needs to the Athletic Director.
12. Schedule, plan and conduct all practice sessions and scrimmages.
13. Shall be accountable for player behavior during practice sessions, meetings, locker room activities, bus trips, and other activities under the auspices of the program.
14. Develop and enforce training rules.
15. Schedule and conduct meeting to discuss forthcoming opponents.
16. Contribute to public relations by providing information to newspaper, radio, television stations, school newspaper, school web site coordinator, and other school publications.
17. Aid in the selection of assistant coach.
18. Correspond with college and university personnel to assist players in acquiring athletic scholarships.
19. Participate in Awards Program by distributing awards to players.
20. Attend and participate in Athletic Booster Club meetings when possible.
21. Evaluate players after each meet and at the end of the season.
22. Encourage athletes to participate in other sports or an intense weight and strength conditioning program during the off season.

23. Provide physical cards and assure that they are returned and signed prior to permitting a student to participate. Shall be accountable for all players meeting necessary requirements pertaining to insurance and athletic waivers.
24. Attend clinics to improve sports knowledge.
25. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
26. Helps instill in students the belief in and practice of ethical principles and democratic values.
27. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
28. Conducts other duties related to coaching as assigned by the Athletic Director and/or designee.

**SKILLS AND ABILITIES:**

1. State of Ohio Teaching license/certificate (preferred-not required).
2. Demonstrated coaching capabilities and experience.
3. Knowledge of swimming with emphasis on fundamentals.
4. Knowledge of training and conditioning techniques.
5. Ability to diagnose player strengths/deficiencies and prescribe corrective action.
6. Organizational and problem solving skills.
7. Ability to communicate ideas and directives effectively (orally and in writing).
8. Ability to relate with and inspire young athletes.
9. Ability to work effectively with parents, educators, and other coaches.
10. Willingness to invest the necessary time during the season.
11. Ability to make minor repairs on equipment.
12. Such alternative to the above qualifications as the Board of Education may find appropriate.

**ADDITIONAL WORKING CONDITIONS:**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Swimming Head Coach

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

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Superintendent or Designee

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Date

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Signature

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Date

Revised 8-05

SYLVANIA SCHOOLS  
SUPPLEMENTAL JOB DESCRIPTION

**REV:** August 2005

**BUILDING:** High School Building

**BLDG.NO:**

**POSITION:** Tennis Coach

**JOB#:**

**REPORTS TO:** Athletic Director

**TYPE:** Supplemental Limited

**FSLA:** Exempt

**STATUS:** Part-Time

Date: \_\_\_\_\_

Incumbent: \_\_\_\_\_

**POSITION RESPONSIBILITIES:**

1. Apply for and hold a Pupil Activity Supervisor Permit. (CPR, First Aid, sports med)
2. Promote academic endeavors as primary for the student-athlete including the monitoring of weekly eligibility sheets, teacher communications, etc.
3. Comply with all fund raising guidelines and procedures.
4. Encourage students to participate in the program.
5. Account for the condition, inventory, labeling, distribution, and procurement of all equipment.
6. Account for the assignment of lockers and the condition of the locker room.
7. Account for the collection of all fees.
8. Instruct and assist players in the care and prevention of injuries: taping techniques.
9. Have knowledge of, and observe, important dates set by the OHSAA such as Rules Interpretation meetings, no contact dates, and legal start dates for practices.
10. Instruct players in the proper use of the body-building equipment, training, etc.
11. Prepare facilities for all practice sessions – report maintenance needs to the Athletic Director.
12. Provide Athletic Director with a list of schools to schedule for next year.
13. Schedule, plan and conduct all practice sessions and scrimmages.
14. Shall be accountable for player behavior during practice sessions, meetings, locker room activities, bus trips, and other activities under the auspices of the program.
15. Develop and enforce training rules.
16. Schedule and conduct meeting to discuss forthcoming opponents.
17. Contribute to public relations by providing information to newspaper, radio, television stations, school newspaper, school web site coordinator, and other school publications.
18. Aid in the selection of assistant coach.
19. Correspond with college and university personnel to assist players in acquiring athletic scholarships.
20. Participate in Awards Program by distributing awards to players.
21. Attend and participate in Athletic Booster Club meetings when possible.
22. Evaluate players after each meet and at the end of the season.
23. Encourage athletes to participate in other sports or an intense weight and strength conditioning program during the off season.

24. Provide physical cards and assure that they are returned and signed prior to permitting a student to participate. Shall be accountable for all players meeting necessary requirements pertaining to insurance and athletic waivers.
25. Attend clinics to improve sports knowledge.
26. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
27. Helps instill in students the belief in and practice of ethical principles and democratic values.
28. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
29. Conducts other duties related to coaching as assigned by the Athletic Director and/or designee.

**SKILLS AND ABILITIES:**

1. State of Ohio Teaching license/certificate (preferred-not required).
2. Demonstrated coaching capabilities and experience.
3. Knowledge of tennis with emphasis on fundamentals.
4. Knowledge of training and conditioning techniques.
5. Ability to diagnose player strengths/deficiencies and prescribe corrective action.
6. Organizational and problem solving skills.
7. Ability to communicate ideas and directives effectively (orally and in writing).
8. Ability to relate with and inspire young athletes.
9. Ability to work effectively with parents, educators, and other coaches.
10. Willingness to invest the necessary time during the season.
11. Ability to make minor repairs on equipment.
12. Such alternative to the above qualifications as the Board of Education may find appropriate.

**ADDITIONAL WORKING CONDITIONS:**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Tennis Coach

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

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Superintendent or Designee

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Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

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Signature

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Date

Revised 8-05

SYLVANIA SCHOOLS  
SUPPLEMENTAL JOB DESCRIPTION

**NEW:** August 2007

**BUILDING:** High School Building

**BLDG.NO:**

**POSITION:** JV Tennis Coach

**JOB#:**

**REPORTS TO:** Athletic Director

**TYPE:** Supplemental Limited

**FSLA:** Exempt

**STATUS:** Part-Time

Date: \_\_\_\_\_

Incumbent: \_\_\_\_\_

**POSITION RESPONSIBILITIES:**

1. Apply for and hold a Pupil Activity Supervisor Permit. (CPR, First Aid, sports med)
2. Promote academic endeavors as primary for the student-athlete including the monitoring of weekly eligibility sheets, teacher communications, etc.
3. Comply with all fund raising guidelines and procedures.
4. Encourage students to participate in the program.
5. Account for the condition, inventory, labeling, distribution, and procurement of all equipment.
6. Account for the assignment of lockers and the condition of the locker room.
7. Account for the collection of all fees.
8. Instruct and assist players in the care and prevention of injuries: taping techniques.
9. Have knowledge of, and observe, important dates set by the OHSAA such as Rules Interpretation meetings, no contact dates, and legal start dates for practices.
10. Instruct players in the proper use of the body-building equipment, training, etc.
11. Prepare facilities for all practice sessions – report maintenance needs to the Athletic Director.
12. Provide Athletic Director with a list of schools to schedule for next year.
13. Schedule, plan and conduct all practice sessions and scrimmages.
14. Shall be accountable for player behavior during practice sessions, meetings, locker room activities, bus trips, and other activities under the auspices of the program.
15. Develop and enforce training rules.
16. Schedule and conduct meeting to discuss forthcoming opponents.
17. Contribute to public relations by providing information to newspaper, radio, television stations, school newspaper, school web site coordinator, and other school publications.
18. Aid in the selection of assistant coach.
19. Correspond with college and university personnel to assist players in acquiring athletic scholarships.
20. Participate in Awards Program by distributing awards to players.
21. Attend and participate in Athletic Booster Club meetings when possible.
22. Evaluate players after each meet and at the end of the season.
23. Encourage athletes to participate in other sports or an intense weight and strength conditioning program during the off season.

24. Provide physical cards and assure that they are returned and signed prior to permitting a student to participate. Shall be accountable for all players meeting necessary requirements pertaining to insurance and athletic waivers.
25. Attend clinics to improve sports knowledge.
26. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
27. Helps instill in students the belief in and practice of ethical principles and democratic values.
28. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
29. Conducts other duties related to coaching as assigned by the Athletic Director and/or the Head Coach.

**SKILLS AND ABILITIES:**

1. State of Ohio Teaching license/certificate (preferred-not required).
2. Demonstrated coaching capabilities and experience.
3. Knowledge of tennis with emphasis on fundamentals.
4. Knowledge of training and conditioning techniques.
5. Ability to diagnose player strengths/deficiencies and prescribe corrective action.
6. Organizational and problem solving skills.
7. Ability to communicate ideas and directives effectively (orally and in writing).
8. Ability to relate with and inspire young athletes.
9. Ability to work effectively with parents, educators, and other coaches.
10. Willingness to invest the necessary time during the season.
11. Ability to make minor repairs on equipment.
12. Such alternative to the above qualifications as the Board of Education may find appropriate.

**ADDITIONAL WORKING CONDITIONS:**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: JV Tennis Coach

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

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Superintendent or Designee

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Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

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Signature

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Date

New 8/07

SYLVANIA SCHOOLS  
SUPPLEMENTAL JOB DESCRIPTION

**REV:** August 2005

**BUILDING:** High School Building

**BLDG.NO:**

**POSITION:** Track Assistant Coach

**JOB#:**

**REPORTS TO:** Athletic Director

**TYPE:** Supplemental Limited

**FSLA:** Exempt

**STATUS:** Part-Time

Date: \_\_\_\_\_

Incumbent: \_\_\_\_\_

**POSITION RESPONSIBILITIES:**

1. Apply for and hold a Pupil Activity Supervisor Permit. (CPR, First Aid, sports med)
2. Promote academic endeavors as primary for the student-athlete including the monitoring of weekly eligibility sheets, teacher communications, etc.
3. Comply with all fund raising guidelines and procedures.
4. Encourage students to participate in the program.
5. Account for the condition, inventory, labeling, distribution, and procurement of all equipment.
6. Provide physical cards and assure that they are returned and signed prior to permitting a student to participate. Shall be accountable for all players meeting necessary requirements pertaining to insurance and athletic waivers.
7. Account for the assignment of lockers and the condition of the locker room.
8. Account for the collection of all fees and assist equipment manager in the issuing of fine slips.
9. Instruct and assist players in the care and prevention of injuries: taping techniques.
10. Have knowledge of, and observe, important dates set by the OHSAA such as Rules Interpretation meetings, no contact dates, and legal start dates for practices.
11. Instruct players in the proper use of the body-building equipment, training, etc.
12. Prepare outside facilities for all practice sessions – report maintenance needs to the Athletic Director.
13. Schedule, plan and conduct all practice sessions and scrimmages. Prepare and distribute play books.
14. Shall be accountable for player behavior during practice sessions, meetings, locker room activities, bus trips, and other activities under the auspices of the program.
15. Assist in the development and enforce training rules.
16. Contribute to public relations by providing information to newspaper, radio, television stations, school newspaper, school web site coordinator, and other school publications.
17. Participate in Awards Program by distributing awards to players.
18. Attend and participate in Athletic Booster Club meetings when possible.
19. Evaluate players after each game and at the end of the season.

20. Encourage athletes to participate in other sports or an intense weight and strength conditioning program during the off season.
21. Attend clinics to improve sports knowledge.
22. Attend meetings as needed with Head Coach.
23. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
24. Helps instill in students the belief in and practice of ethical principles and democratic values.
25. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
26. Conducts other duties related to coaching as assigned by the Athletic Director and/or designee.

**SKILLS AND ABILITIES:**

1. State of Ohio Teaching license/certificate (preferred-not required).
2. Demonstrated coaching capabilities and experience.
3. Knowledge of track with emphasis on fundamentals.
4. Knowledge of training and conditioning techniques.
5. Ability to diagnose player strengths/deficiencies and prescribe corrective action.
6. Organizational and problem solving skills.
7. Ability to communicate ideas and directives effectively (orally and in writing).
8. Ability to relate with and inspire young athletes.
9. Ability to work effectively with parents, educators, and other coaches.
10. Willingness to invest the necessary time during the season.
11. Ability to make minor repairs on equipment.
12. Such alternative to the above qualifications as the Board of Education may find appropriate.

**ADDITIONAL WORKING CONDITIONS:**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Track Assistant Coach

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

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Superintendent or Designee

---

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

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Signature

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Date

Revised 8-05

SYLVANIA SCHOOLS  
SUPPLEMENTAL JOB DESCRIPTION

**REV:** August 2005

**BUILDING:** High School Building

**BLDG.NO:**

**POSITION:** Track Head Coach

**JOB#:**

**REPORTS TO:** Athletic director

**TYPE:** Supplemental Limited

**FSLA:** Exempt

**STATUS:** Part-Time

Date: \_\_\_\_\_

Incumbent: \_\_\_\_\_

**POSITION RESPONSIBILITIES:**

1. Apply for and hold a Pupil Activity Supervisor Permit. (CPR, First Aid, sports med)
2. Promote academic endeavors as primary for the student-athlete including the monitoring of weekly eligibility sheets, teacher communications, etc.
3. Comply with all fund raising guidelines and procedures.
4. Encourage students to participate in the program.
5. Account for the condition, inventory, labeling, distribution, and procurement of all equipment.
6. Account for the assignment of lockers and the condition of the locker room.
7. Account for the collection of all fees and assist equipment manager in the issuing of fine slips.
8. Instruct and assist players in the care and prevention of injuries: taping techniques.
9. Have knowledge of, and observe, important dates set by the OHSAA such as Rules Interpretation meetings, no contact dates, and legal start dates for practices.
10. Instruct players in the proper use of the body-building equipment, training, etc.
11. Prepare outside facilities for all practice sessions – report maintenance needs to the Athletic Director.
12. Schedule, plan and conduct all practice sessions and scrimmages. Prepare and distribute play books.
13. Shall be accountable for player behavior during practice sessions, meetings, locker room activities, bus trips, and other activities under the auspices of the program.
14. Develop and enforce training rules.
15. Schedule and conduct meeting to discuss forthcoming opponents.
16. Attend, as many, Junior High School meets as possible.
17. Contribute to public relations by providing information to newspaper, radio, television stations, school newspaper, school web site coordinator, and other school publications.
18. Aid in the selection of assistant coaches.
19. Correspond with college and university personnel to assist players in acquiring athletic scholarships.
20. Participate in Awards Program by distributing awards to players.
21. Attend and participate in Athletic Booster Club meetings when possible.
22. Evaluate players after each game and at the end of the season.
23. Encourage athletes to participate in other sports or an intense weight and strength conditioning program during the off season.

24. Provide physical cards and assure that they are returned and signed prior to permitting a student to participate. Shall be accountable for all players meeting necessary requirements pertaining to insurance and athletic waivers.
25. Attend clinics to improve sports knowledge.
26. Schedule meetings as needed with assistants.
27. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
28. Helps instill in students the belief in and practice of ethical principles and democratic values.
29. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
30. Conducts other duties related to coaching as assigned by the Athletic Director and/or designee.

**SKILLS AND ABILITIES:**

1. State of Ohio Teaching license/certificate (preferred-not required).
2. Demonstrated coaching capabilities and experience.
3. Knowledge of Track with emphasis on fundamentals.
4. Knowledge of training and conditioning techniques.
5. Ability to diagnose player strengths/deficiencies and prescribe corrective action.
6. Organizational and problem solving skills.
7. Ability to communicate ideas and directives effectively (orally and in writing).
8. Ability to relate with and inspire young athletes.
9. Ability to work effectively with parents, educators, and other coaches.
10. Willingness to invest the necessary time during the season.
11. Ability to make minor repairs on equipment.
12. Such alternative to the above qualifications as the Board of Education may find appropriate.

**ADDITIONAL WORKING CONDITIONS:**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Track Head Coach

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

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Superintendent or Designee

---

Date

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Signature

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Date

Revised 8-05

SYLVANIA SCHOOLS  
SUPPLEMENTAL JOB DESCRIPTION

**REV:** August 2005

**BUILDING:** High School Building

**BLDG.NO:**

**POSITION:** Trainer

**JOB#:**

**REPORTS TO:** Athletic Director

**TYPE:** Supplemental Limited

**FSLA:** Exempt

**STATUS:** Part-Time

Date: \_\_\_\_\_

Incumbent: \_\_\_\_\_

**POSITION RESPONSIBILITIES:**

1. Attend required certification courses and in-service.
2. Promote academic endeavors as primary for the student-athlete including the monitoring of weekly eligibility sheets, teacher communications, etc.
3. Apply for and hold a Pupil Activity Supervisor Permit. (CPR, First Aid, sports med)
4. Work with all coaches to establish an effective training and conditioning program for their particular sport.
5. Report specific injury concerns to the Athletic Director.
6. Organize, implement and maintain a system to accurately record the services provided to our athletes.
7. Maintain accurate sign-in, sign-out, date and time records.
8. Establish and maintain a posting location for current printed information relating topics of strength, conditioning, and proper nutrition for our athletes.
9. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
10. Helps instill in students the belief in and practice of ethical principles and democratic values.
11. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
12. Conducts other duties related to their position as assigned by the Athletic Director and/or designee.

**SKILLS AND ABILITIES:**

1. State of Ohio Teaching license/certificate (preferred-not required).
2. Demonstrated training capabilities and experience.
3. Knowledge of training and conditioning techniques.
4. Ability to diagnose injury and prescribe corrective treatment and action.
5. Organizational and problem solving skills.
6. Ability to communicate ideas and directives effectively (orally and in writing).
7. Ability to relate with and relate to young athletes.
8. Ability to work effectively with students, parents, educators, and coaches.
9. Willingness to invest the necessary time during the seasons.
10. Ability to make minor repairs on equipment.

11. Such alternative to the above qualifications as the Board of Education may find appropriate.

**ADDITIONAL WORKING CONDITIONS:**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

**Title:** Trainer

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Superintendent or Designee

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Date

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Signature

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Date

Revised 8-05

SYLVANIA SCHOOLS  
SUPPLEMENTAL JOB DESCRIPTION

**REV:** August 2005

**BUILDING:** High School Building

**BLDG.NO:**

**POSITION:** Volleyball Freshman Coach

**JOB#:**

**REPORTS TO:** Athletic Director

**TYPE:** Supplemental Limited

**FSLA:** Exempt

**STATUS:** Part-Time

Date: \_\_\_\_\_

Incumbent: \_\_\_\_\_

**POSITION RESPONSIBILITIES:**

1. Apply for and hold a Pupil Activity Supervisor Permit. (CPR, First Aid, sports med)
2. Promote academic endeavors as primary for the student-athlete including the monitoring of weekly eligibility sheets, teacher communications, etc.
3. Comply with all fund raising guidelines and procedures.
4. Encourage students to participate in the program.
5. Account for the condition, inventory, labeling, distribution, and procurement of all equipment.
6. Provide physical cards and assure that they are returned and signed prior to permitting a student to participate. Shall be accountable for all players meeting necessary requirements pertaining to insurance and athletic waivers.
7. Account for the assignment of lockers and the condition of the locker room.
8. Account for the collection of all fees and assist equipment manager in the issuing of fine slips.
9. Instruct and assist players in the care and prevention of injuries: taping techniques.
10. Have knowledge of, and observe, important dates set by the OHSAA such as Rules Interpretation meetings, no contact dates, and legal start dates for practices.
11. Instruct players in the proper use of the body-building equipment, training, etc.
12. Prepare outside facilities for all practice sessions – report maintenance needs to the Athletic Director.
13. Schedule, plan and conduct all practice sessions and scrimmages. Prepare and distribute play books.
14. Shall be accountable for player behavior during practice sessions, meetings, locker room activities, bus trips, and other activities under the auspices of the program.
15. Assist in the development and enforce training rules.
16. Schedule and conduct meeting to discuss forthcoming opponents.
17. Contribute to public relations by providing information to newspaper, radio, television stations, school newspaper, school web site coordinator, and other school publications.
18. Participate in Awards Program by distributing awards to players.
19. Attend and participate in Athletic Booster Club meetings when possible.
20. Evaluate players after each game and at the end of the season.

21. Encourage athletes to participate in other sports or an intense weight and strength conditioning program during the off season.
22. Attend clinics to improve sports knowledge.
23. Attend meetings as needed with Head Coach.
24. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
25. Helps instill in students the belief in and practice of ethical principles and democratic values.
26. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
27. Conducts other duties related to coaching as assigned by the Athletic Director and/or designee.

**SKILLS AND ABILITIES:**

1. State of Ohio Teaching license/certificate (preferred-not required).
2. Demonstrated coaching capabilities and experience.
3. Knowledge of volleyball with emphasis on fundamentals.
4. Knowledge of training and conditioning techniques.
5. Ability to diagnose player strengths/deficiencies and prescribe corrective action.
6. Organizational and problem solving skills.
7. Ability to communicate ideas and directives effectively (orally and in writing).
8. Ability to relate with and inspire young athletes.
9. Ability to work effectively with parents, educators, and other coaches.
10. Willingness to invest the necessary time during the season.
11. Ability to make minor repairs on equipment.
12. Such alternative to the above qualifications as the Board of Education may find appropriate.

**ADDITIONAL WORKING CONDITIONS:**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Volleyball Freshman Coach

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

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Superintendent or Designee

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Date

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Signature

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Date

Revised 8-05

SYLVANIA SCHOOLS  
SUPPLEMENTAL JOB DESCRIPTION

**REV:** August 2005

**BUILDING:** High School Building

**BLDG.NO:**

**POSITION:** Volleyball Head Coach

**JOB#:**

**REPORTS TO:** Athletic Director

**TYPE:** Supplemental Limited

**FSLA:** Exempt

**STATUS:** Part-Time

Date: \_\_\_\_\_

Incumbent: \_\_\_\_\_

**POSITION RESPONSIBILITIES:**

1. Apply for and hold a Pupil Activity Supervisor Permit. (CPR, First Aid, sports med)
2. Promote academic endeavors as primary for the student-athlete including the monitoring of weekly eligibility sheets, teacher communications, etc.
3. Comply with all fund raising guidelines and procedures.
4. Encourage students to participate in the program.
5. Account for the condition, inventory, labeling, distribution, and procurement of all equipment.
6. Account for the assignment of lockers and the condition of the locker room.
7. Account for the collection of all fees and assist equipment manager in the issuing of fine slips.
8. Instruct and assist players in the care and prevention of injuries: taping techniques.
9. Have knowledge of, and observe, important dates set by the OHSAA such as Rules Interpretation meetings, no contact dates, and legal start dates for practices.
10. Instruct players in the proper use of the body-building equipment, training, etc.
11. Report maintenance needs to the Athletic Director.
12. Schedule, plan and conduct all practice sessions and scrimmages.
13. Shall be accountable for player behavior during practice sessions, meetings, locker room activities, bus trips, and other activities under the auspices of the program.
14. Develop and enforce training rules.
15. Organize filming of all games; review and evaluate all game films.
16. Schedule and conduct meeting to discuss forthcoming opponents.
17. Attend as many reserve and other inter-district volleyball games as possible.
18. Contribute to public relations by providing information to newspaper, radio, television stations, school newspaper, school web site coordinator, and other school publications.
19. Aid in the selection of assistant coaches.
20. Correspond with college and university personnel to assist players in acquiring athletic scholarships.
21. Participate in Awards Program by distributing awards to players.
22. Attend and participate in Athletic Booster Club meetings when possible.
23. Evaluate players after each game and at the end of the season.
24. Encourage athletes to participate in other sports or an intense weight and strength conditioning program during the off season.

25. Provide physical cards and assure that they are returned and signed prior to permitting a student to participate. Shall be accountable for all players meeting necessary requirements pertaining to insurance and athletic waivers.
26. Attend clinics to improve sports knowledge.
27. Schedule meetings as needed with assistants.
28. Confirm transportation arrangements with Athletic Director or Transportation Supervisor.
29. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
30. Helps instill in students the belief in and practice of ethical principles and democratic values.
31. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
32. Conducts other duties related to coaching as assigned by the Athletic Director and/or designee.

**SKILLS AND ABILITIES:**

1. State of Ohio Teaching license/certificate (preferred-not required).
2. Demonstrated coaching capabilities and experience.
3. Knowledge of volleyball with emphasis on fundamentals.
4. Knowledge of training and conditioning techniques.
5. Ability to diagnose player strengths/deficiencies and prescribe corrective action.
6. Organizational and problem solving skills.
7. Ability to communicate ideas and directives effectively (orally and in writing).
8. Ability to relate with and inspire young athletes.
9. Ability to work effectively with parents, educators, and other coaches.
10. Willingness to invest the necessary time during the season.
11. Ability to make minor repairs on equipment.
12. Such alternative to the above qualifications as the Board of Education may find appropriate.

**ADDITIONAL WORKING CONDITIONS:**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Volleyball Head Coach

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

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Superintendent or Designee

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Date

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Signature

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Date

Revised 8-05

SYLVANIA SCHOOLS  
SUPPLEMENTAL JOB DESCRIPTION

**REV:** August 2005

**BUILDING:** High School Building

**BLDG.NO:**

**POSITION:** Volleyball JV Coach

**JOB#:**

**REPORTS TO:** Athletic Director

**TYPE:** Supplemental Limited

**FSLA:** Exempt

**STATUS:** Part-Time

Date: \_\_\_\_\_

Incumbent: \_\_\_\_\_

**POSITION RESPONSIBILITIES:**

1. Apply for and hold a Pupil Activity Supervisor Permit. (CPR, First Aid, sports med)
2. Promote academic endeavors as primary for the student-athlete including the monitoring of weekly eligibility sheets, teacher communications, etc.
3. Comply with all fund raising guidelines and procedures.
4. Encourage students to participate in the program.
5. Account for the condition, inventory, labeling, distribution, and procurement of all equipment.
6. Account for the collection of all fees and assist equipment manager in the issuing of fine slips.
7. Provide physical cards and assure that they are returned and signed prior to permitting a student to participate. Shall be accountable for all players meeting necessary requirements pertaining to insurance and athletic waivers.
8. Instruct and assist players in the care and prevention of injuries: taping techniques.
9. Have knowledge of, and observe, important dates set by the OHSAA such as Rules Interpretation meetings, no contact dates, and legal start dates for practices.
10. Instruct players in the proper use of the body-building equipment, training, etc.
11. Schedule, plan and conduct all practice sessions and scrimmages. Prepare and distribute play books.
12. Shall be accountable for player behavior during practice sessions, meetings, locker room activities, bus trips, and other activities under the auspices of the program.
13. Develop and enforce training rules.
14. Schedule and conduct meetings to discuss forthcoming opponents.
15. Contribute to public relations by providing information to newspaper, radio, television stations, school newspaper, school web site coordinator, and other school publications.
16. Participate in Awards Program by distributing awards to players.
17. Attend and participate in Athletic Booster Club meetings when possible.
18. Evaluate players after each game and at the end of the season.
19. Encourage athletes to participate in other sports or an intense weight and strength conditioning program during the off season.
20. Attend clinics to improve sports knowledge.

21. Communicate with athletic office on weekly basis, ie. report results of each contest, report praise/concerns, etc.
22. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
23. Helps instill in students the belief in and practice of ethical principles and democratic values.
24. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
25. Conducts other duties related to coaching as assigned by the Athletic Director and/or designee.

**SKILLS AND ABILITIES:**

1. State of Ohio Teaching license/certificate (preferred-not required).
2. Demonstrated coaching capabilities and experience.
3. Knowledge of volleyball with emphasis on fundamentals.
4. Knowledge of training and conditioning techniques.
5. Ability to diagnose player strengths/deficiencies and prescribe corrective action.
6. Organizational and problem solving skills.
7. Ability to communicate ideas and directives effectively (orally and in writing).
8. Ability to relate with and inspire young athletes.
9. Ability to work effectively with parents, educators, and other coaches.
10. Willingness to invest the necessary time during the season.
11. Ability to make minor repairs on equipment.
12. Such alternative to the above qualifications as the Board of Education may find appropriate.

**ADDITIONAL WORKING CONDITIONS:**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Volleyball JV Coach

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

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Superintendent or Designee

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Date

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Signature

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Date

SYLVANIA SCHOOLS  
SUPPLEMENTAL JOB DESCRIPTION

**REV:** December 2009

**BUILDING:** High School Building

**BLDG.NO:**

**POSITION:** Weight Training Supervisor

**JOB#:**

**REPORTS TO:** Athletic Director

**TYPE:** Supplemental Limited

**FSLA:** Exempt

**STATUS:** Part-Time

Date: \_\_\_\_\_

Incumbent: \_\_\_\_\_

**POSITION RESPONSIBILITIES:**

1. Apply for and hold a Pupil Activity Supervisor Permit. (CPR, First Aid, sports med)
2. Promote academic endeavors as primary for the student-athlete including the monitoring of weekly eligibility sheets, teacher communications, etc.
3. Establish and post weight room hours at the start of each season (Fall, Winter, Spring).
4. Work with all coaches to establish an effective strength and conditioning program for their particular sport.
5. Make sure that weight equipment is properly maintained and in good working order.
6. Report specific needs of the faculty to the Athletic Director.
7. Organize, implement and maintain a system to accurately record the progress of our athletes.
8. Maintain accurate sign-in, sign-out, date and time records for faculty.
9. Establish and maintain a posting location for current printed information relating topics of strength, conditioning, and proper nutrition for our athletes.
10. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
11. Helps instill in students the belief in and practice of ethical principles and democratic values.
12. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
13. Conducts other duties related to their position as assigned by the Athletic Director and/or designee.
14. Responsible for the daily cleaning/disinfecting all equipment (machines and weights).

**SKILLS AND ABILITIES:**

1. State of Ohio Teaching license/certificate (preferred-not required).
2. Demonstrated coaching capabilities and experience.
3. Knowledge of weight room equipment with emphasis on fundamentals.
4. Knowledge of training and conditioning techniques.
5. Ability to diagnose player strengths/deficiencies and prescribe corrective action.

6. Organizational and problem solving skills.
7. Ability to communicate ideas and directives effectively (orally and in writing).
8. Ability to relate with and inspire young athletes.
9. Ability to work effectively with parents, educators, and other coaches.
10. Willingness to invest the necessary time during the season.
11. Ability to make minor repairs on equipment.
12. Such alternative to the above qualifications as the Board of Education may find appropriate.

**ADDITIONAL WORKING CONDITIONS:**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Weight Training Supervisor

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

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Superintendent or Designee

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Date

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Signature

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Date

Revised 8-05

SYLVANIA SCHOOLS  
SUPPLEMENTAL JOB DESCRIPTION

**REV:** August 2005

**BUILDING:** High School Building

**BLDG.NO:**

**POSITION:** Wrestling Assistant Coach

**JOB#:**

**REPORTS TO:** Athletic Director

**TYPE:** Supplemental Limited

**FSLA:** Exempt

**STATUS:** Part-Time

Date: \_\_\_\_\_

Incumbent: \_\_\_\_\_

**POSITION RESPONSIBILITIES:**

1. Apply for and hold a Pupil Activity Supervisor Permit. (CPR, First Aid, sports med)
2. Promote academic endeavors as primary for the student-athlete including the monitoring of weekly eligibility sheets, teacher communications, etc.
3. Comply with all fund raising guidelines and procedures.
4. Encourage students to participate in the program.
5. Account for the condition, inventory, labeling, distribution, and procurement of all equipment.
6. Provide physical cards and assure that they are returned and signed prior to permitting a student to participate. Shall be accountable for all players meeting necessary requirements pertaining to insurance and athletic waivers.
7. Account for the assignment of lockers and the condition of the locker room.
8. Account for the collection of all fees and assist equipment manager in the issuing of fine slips.
9. Instruct and assist players in the care and prevention of injuries: taping techniques.
10. Have a knowledge of, and observe, important dates set by the OHSAA such as Rules Interpretation meetings, no contact dates, and legal start dates for practices.
11. Instruct players in the proper use of the body-building equipment, training, etc.
12. Prepare outside facilities for all practice sessions – report maintenance needs to the Athletic Director.
13. Schedule, plan and conduct all practice sessions and scrimmages. Prepare and distribute play books.
14. Shall be accountable for player behavior during practice sessions, meetings, locker room activities, bus trips, and other activities under the auspices of the program.
15. Assist in the development and enforce training rules.
16. Schedule and conduct meeting to discuss forthcoming opponents.
17. Contribute to public relations by providing information to newspaper, radio, television stations, school newspaper, school web site coordinator, and other school publications.
18. Participate in Awards Program by distributing awards to players.
19. Attend and participate in Athletic Booster Club meetings when possible.
20. Evaluate players after each game and at the end of the season.

21. Encourage athletes to participate in other sports or an intense weight and strength conditioning program during the off season.
22. Attend clinics to improve sports knowledge.
23. Attend meetings as needed with Head Coach.
24. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
25. Helps instill in students the belief in and practice of ethical principles and democratic values.
26. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
27. Conducts other duties related to coaching as assigned by the Athletic Director and/or designee.

**SKILLS AND ABILITIES:**

1. State of Ohio Teaching license/certificate (preferred-not required).
2. Demonstrated coaching capabilities and experience.
3. Knowledge of wrestling with emphasis on fundamentals.
4. Knowledge of training and conditioning techniques.
5. Ability to diagnose player strengths/deficiencies and prescribe corrective action.
6. Organizational and problem solving skills.
7. Ability to communicate ideas and directives effectively (orally and in writing).
8. Ability to relate with and inspire young athletes.
9. Ability to work effectively with parents, educators, and other coaches.
10. Willingness to invest the necessary time during the season.
11. Ability to make minor repairs on equipment.
12. Such alternative to the above qualifications as the Board of Education may find appropriate.

**ADDITIONAL WORKING CONDITIONS:**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Wrestling Assistant Coach

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

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Superintendent or Designee

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Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

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Signature

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Date

Revised 5-05

SYLVANIA SCHOOLS  
SUPPLEMENTAL JOB DESCRIPTION

**REV:** August 2005

**BUILDING:** High School Building

**BLDG.NO:**

**POSITION:** Wrestling Head Coach

**JOB#:**

**REPORTS TO:** Athletic Director

**TYPE:** Supplemental Limited

**FSLA:** Exempt

**STATUS:** Part-Time

Date: \_\_\_\_\_

Incumbent: \_\_\_\_\_

**POSITION RESPONSIBILITIES:**

1. Apply for and hold a Pupil Activity Supervisor Permit. (CPR, First Aid, sports med)
2. Promote academic endeavors as primary for the student-athlete including the monitoring of weekly eligibility sheets, teacher communications, etc.
3. Comply with all fund raising guidelines and procedures.
4. Encourage students to participate in the program.
5. Account for the condition, inventory, labeling, distribution, and procurement of all equipment.
6. Account for the assignment of lockers and the condition of the locker room.
7. Account for the collection of all fees and assist equipment manager in the issuing of fine slips.
8. Instruct and assist players in the care and prevention of injuries: taping techniques.
9. Have knowledge of, and observe, important dates set by the OHSAA such as Rules Interpretation meetings, no contact dates, and legal start dates for practices.
10. Instruct players in the proper use of the body-building equipment, training, etc.
11. Report maintenance needs to the Athletic Director.
12. Schedule, plan and conduct all practice sessions and scrimmages.
13. Shall be accountable for player behavior during practice sessions, meetings, locker room activities, bus trips, and other activities under the auspices of the program.
14. Develop and enforce training rules.
15. Organize filming of all games; review and evaluate all game films.
16. Schedule and conduct meeting to discuss forthcoming opponents.
17. Attend, as many, reserve and other inter-district wrestling games as possible.
18. Contribute to public relations by providing information to newspaper, radio, television stations, school newspaper, school web site coordinator, and other school publications.
19. Aid in the selection of assistant coaches.
20. Correspond with college and university personnel to assist players in acquiring athletic scholarships.
21. Participate in Awards Program by distributing awards to players.
22. Attend and participate in Athletic Booster Club meetings when possible.
23. Evaluate players after each game and at the end of the season.
24. Encourage athletes to participate in other sports or an intense weight and strength conditioning program during the off season.

25. Provide physical cards and assure that they are returned and signed prior to permitting a student to participate. Shall be accountable for all players meeting necessary requirements pertaining to insurance and athletic waivers.
26. Attend clinics to improve sports knowledge.
27. Schedule meetings as needed with assistants.
28. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
29. Helps instill in students the belief in and practice of ethical principles and democratic values.
30. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
31. Conducts other duties related to coaching as assigned by the Athletic Director and/or designee.

**SKILLS AND ABILITIES:**

1. State of Ohio Teaching license/certificate (preferred-not required).
2. Demonstrated coaching capabilities and experience.
3. Knowledge of wrestling with emphasis on fundamentals.
4. Knowledge of training and conditioning techniques.
5. Ability to diagnose player strengths/deficiencies and prescribe corrective action.
6. Organizational and problem solving skills.
7. Ability to communicate ideas and directives effectively (orally and in writing).
8. Ability to relate with and inspire young athletes.
9. Ability to work effectively with parents, educators, and other coaches.
10. Willingness to invest the necessary time during the season.
11. Ability to make minor repairs on equipment.
12. Such alternative to the above qualifications as the Board of Education may find appropriate.

**ADDITIONAL WORKING CONDITIONS:**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Wrestling Head Coach

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

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Superintendent or Designee

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Date

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Signature

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Date

Revised 8-05

SYLVANIA SCHOOLS  
SUPPLEMENTAL JOB DESCRIPTION

**REV:** May 2005

**BUILDING:** High School

**BLDG.NO:**

**POSITION:** Drill Team Advisor

**JOB#:**

**REPORTS TO:** Principal

**TYPE:** Supplemental Limited

**FSLA:** Exempt

**STATUS:** Part-Time

Date: \_\_\_\_\_

Incumbent: \_\_\_\_\_

**POSITION RESPONSIBILITIES:**

1. Schedule all practices.
2. Develop and teach the choreography and routines.
3. Monitor eligibility issues.
4. Conduct fund-raising activities.
5. Comply with all fund raising guidelines and procedures.
6. Complete all reports concerning activities and fund-raising.
7. Conduct practices – provide squad members instruction on routines and movements.
8. Schedule meetings as needed.
9. Keep track of uniforms and other team equipment.
10. Conduct summer camp.
11. Work with team members in determining need for uniforms or other accessories that might be essential. (Any financial requisitions must be approved by the Principal).
12. Attend and participate in awards program.
13. Attend local and state contests as scheduled.
14. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
15. Help instill in students the belief and practice of ethical principles and democratic values.
16. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
17. Conduct other duties related to their position as assigned by the principal and/or designee.

**SKILLS AND ABILITIES:**

1. State of Ohio Teaching license/certificate (preferred-not required).
2. Demonstrated advising capabilities and experience.
3. Knowledge of dance with emphasis on fundamentals.
4. Knowledge of training and conditioning techniques.
5. Ability to diagnose player strengths/deficiencies and prescribe corrective action.
6. Organizational and problem solving skills.
7. Ability to communicate ideas and directives effectively (orally and in writing).
8. Ability to relate with and inspire youth.
9. Ability to work effectively with parents, educators, and others.
10. Willingness to invest the necessary time during the season.
11. Ability to make minor repairs on equipment.
12. Such alternative to the above qualifications as the Board of Education may find appropriate.

**ADDITIONAL WORKING CONDITIONS:**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

Title: Drill Team Advisor

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

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Superintendent or Designee

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Date

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Signature

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Date

Revised 5-05