



**Centralia School District
Job Description
High School – Assistant Track Coach**

Reports to: CSD Athletic Director

Location: Centralia High School

Bargaining Unit: Non-Represented

Classification: Assistant Coach

FLSA Status: Non-Exempt (current exempt CSD employees will remain exempt in this position)

Job Summary:

The purpose of this position is to support the mission of Centralia School District and its athletic programs by providing a positive and educational experience to high school student-athletes through interscholastic athletics demonstrating effective leadership, supervision, and organization while teaching the fundamentals of sport in a team environment.

Required Qualifications:

- High school diploma or equivalent
- Ability to motivate and develop student-athletes
- Demonstrated ability to teach the fundamentals of track
- Demonstrated ability to be self-directed while working with a high degree of collaboration
- Ability to communicate effectively, possess awareness of self and others, listen actively, be patient, incorporate humor/lightheartedness into work, be empathic, possess a growth mindset, and be customer-service oriented
- Ability to work in a calm, efficient, courteous manner under stress and exercise careful judgment, confidentiality, and tact in the performance of duties
- Ability to work effectively under pressure
- Ability to maintain a positive attitude
- Ability to support the District's vision, mission, goals, and culture code including the belief that all students can succeed
- Ability to act in a confidential manner in all aspects of employment
- First-aid certified or the ability to become certified before the season starts
- Ability to complete necessary WIAA and school district trainings as required for assignment
- Ability to perform the essential functions of the job with or without reasonable accommodations

Preferred Qualifications:

- Ability to speak Spanish
- Successful experience working with diverse individuals
- Successful experience working with youth
- Successful experience coaching youth sports

Essential Functions:

- Provides direct leadership and organization for all levels of high school track
- Motivates student-athletes to perform at their best athletically and academically
- Teaches the fundamentals of track to student-athletes
- Provides direct supervision of all student-athletes and assistant coaches before/during/after all practices/conditioning sessions, games, travel, and other school related activities
- Develops and maintains positive relationships with students, families, staff, and the community
- Manages student behavior in a positive, productive manner
- Sets clear expectations of student-athletes, families, and staff and holds everyone to those expectations
- Communicates pertinent information to all stakeholders in a timely manner and keeps families informed of important dates, schedule changes, and development opportunities
- Always ensures a positive and conducive learning environment
- Works with the Centralia School District Athletic Director ensuring athletic program is abiding to WIAA, Tri-County League, and school district policies and guidelines
- Attends trainings or meetings as directed or appropriate
- Other duties as assigned

Salary: Stipend - \$3,473 to \$3,682

Work schedule: February through May – 2 hours per day

Application Procedures:

Anyone interested in this position should apply through www.edjobsnw.org AND submit a letter of interest to Tim Ahern, CSD Athletic Director at tahern@centralia.wednet.edu. Current employees of Centralia School District need only to send a letter of interest to Tim Ahern.

Working Condition and Physical Effort Requirements

	Seldom or Never	Monthly	Weekly	Daily	Hourly
Lift/push/pull/carry objects up to 10 lbs.					x
Lift/push/pull/carry objects 11-20 lbs.					x
Lift/push/pull/carry objects 21+ lbs.					x
Standing up to one hour at a time					x
Standing up to two hours at a time					x
Standing for more than two hours at a time				x	
Stooping and bending					x
Ability to reach and grasp objects					x
Manual dexterity or fine motor skills					x
Ability to communicate orally					x
Ability to hear					x
Proofreading and checking documents for accuracy				x	
Using a computer and computer software			x		
Using various technology tools			x		
Working in a normal office environment with few physical discomforts	x				
Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations, or other conditions				x	
Working in an area that is very uncomfortable due to extreme temperatures, noise levels, or other conditions			x		
Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises, or muscle pulls	x				
Operating automobile, vehicle or van			x		