

Tri-County Area School District  
Plainfield WI 54966

**Job Description**

JD CC 233  
Updated: July 2009

**Position Title:** **Track- Assistant High School Coach (9-12)**

**Qualifications:**

- Licensed teacher in the State of Wisconsin, or ability to be licensed or qualifies as a certified coach as per WIAA policy for non licensed teachers.
- Ability to relate with students.
- Ability to work well with others in a team environment.
- Ability to accept directions from supervisor (s).
- Ability to follow work rules and procedures.
- Ability to accept constructive criticism.

**Immediate Supervisor:** Athletic Director or Building Principal

**Position Function:**

Be an immediate coach and mentor to the athletes as directed by the head coach by carrying out a number of coaching duties specifically related to the teaching, training and supervision of track and field participants.

**Specific Responsibilities:**

1. Assist the head coach in the training, teaching and mentoring of track and field participants in aspects of the sport they are assigned to participate in.
2. Assist the head coach in the supervision of the athletes on the track and field team.
3. Assist the head coach in carrying out all school rules, procedures and policies pertaining to the co-curricular code and school rules and procedures.
4. Assist the head coach by attending all scheduled practices and meets.
5. Assist the head coach as an actively involved coach during athletic competition between other schools.
6. Assist the head coach to deal with athletic injuries with the athletes.
7. Assist the head coach in the maintenance of the playing facility, equipment usage and storage and uniform upkeep during the season and during the off season.
8. Assist the head coach in recognizing the track and field athletes and the team with the proper newspaper publicity and awards.

**Evaluation:** Performance of this job will be evaluated with the provisions of the Board's policy on evaluation of employees. Evaluation is done by the Athletic Director or the Building Principal.