

Litchfield School District - SAU 27
Job Description and Agreement for Stipend Positions
Co-curricular, Athletic and Special Assignments

AGREEMENT made this ____ day of _____, 2017, by and between the Litchfield School District, hereinafter called the ***District***, and _____ hereinafter called the ***Employee***.

Note: **The Lacrosse Program is a self-funded program. This contract is contingent on the Litchfield School District's receipt of funds for the school year 2016 – 2017.** Please be aware the assignment to this position is not guaranteed for any length of time and may not be continued for such things as the level of student participation dropping below six (6) students. In addition, payment for this position may be pro-rated in the event the individual in the assignment does not fill the assignment for the entire period of the assignment for any reason or if the individual does not fulfill the responsibilities or meet the requirements of the position.

Position Title:	Junior Varsity Girls Lacrosse Coach	Category:	Athletic
Job Description Approved By:	Litchfield School Board	Date:	
School:	CHS	Revised Date:	
Reports To:	Head Coach	School Year:	2016-2017
Supervises:	Assistant Coaches and Students	Tier Level:	3

Job Summary:

The JV Girls Lacrosse Coach is employed to help each participating student achieve a high level of involvement in class activities and sport related events and to responsibly supervise all activities ensuring appropriate student conduct. Student behavior should follow expectations as outlined in the school's student handbook. To instruct student athletes in the fundamentals, rules, strategies and physical training needed for individual and team success that leads to pride, self-confidence and self-discipline.

Position Duties, Responsibilities and Minimum Expectations:

The following functions are considered essential to this position:

1. Coaches will plan, schedule and implement a regular program of training and attend all practices, competitions, meetings and activities for each sport. Coaches will communicate and coordinate on a regular basis with the Head Coach.
2. Unless otherwise excused, each person accepting a coaching assignment will be expected to attend all practices and games, parent meetings or teacher conferences, awards events, and meetings called by the administration or Head Coach, including but not limited to a pre-season coaches meeting and a preseason parent/athlete meeting.
3. Traveling may be required for off-site trips, may be out of state and follow school district policy IICA on Domestic and International Travel.
4. Supervise approximately 15-18 student athletes in tryouts, practices, competitions, other outings until student's transportation arrives. Maintains discipline, addresses grievances and works to create good morale, cooperation and team unity.
5. Provides training rules and any other regulations and requirements to each athlete.
6. Selects student managers, assistants and statisticians as needed.
7. Dedicate approximately 10-12 hours per week during regular season, and 2 hours per day, per week in pre-season and post season.
8. Initiates programs and follows policies concerning injuries, medical attention and emergencies including the completion of proper forms and reporting requirements.
9. Coordinates with Head Coach regarding student suspension and related communication with parents.

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10. Advises Head Coach about requirements for tournaments and sports events, and recommends policy, method or procedural changes. Participates in the budget planning process with the Head Coach including requirements for the next season and equipment guidelines on type, style, color and specifications.
11. Accountable for all equipment and submits to Head Coach notice of any equipment lost or not returned. Submits an annual inventory and records of equipment.
12. Monitors and examines locker rooms and areas used before and after practice and checking on the general cleanliness of these areas.
13. Promotes the sport within the school and outside the school through news media, youth programs or any other feasible manner. Responsible for content, quality, effectiveness and accuracy of any oral or written release to the media. Maintain good public relations with media, Booster Club, parents, officials, students, volunteers and fans.
14. Coaches will seek Professional Development by completing a course, workshop, or rules clinic in the specific activity.

Evaluation:

Evaluation will be based on ability and effectiveness in carrying out the responsibilities of the position as outlined. Performance will be reviewed and supervision will be provided by the Head Coach on an ongoing basis and annually at the completion of the activity.

Terms of Employment:

The District shall pay the Employee two payments of \$_____ for a total of \$_____, during the 2016 – 2017 school year. The first payment will be issued on _____, and the final payment will be issued on _____.

Minimum Qualifications, Experience, Knowledge, Skills and Abilities:

1. Comply with NHIAA by-law regulations regarding coaches' eligibility.
2. Working knowledge of Athletic Policies.
3. Knowledge of the existing athletic system, state and league regulations.
4. Understands chain of authority and refers issues and grievances through proper channels.
5. Reputable background working with youth.

Licensure and Certification Requirements:

Certified faculty member preferred.
Certification in CPR / AED as required by School Board Policy GBGBA

Physical Activity Requirements and Occupational Exposures:

- Frequent sitting, bending, kneeling, pushing, squatting, climbing, pushing and pulling.
- Continuous standing and walking.
- Occasional reaching and use of fine motor skills.
- Repetitive motion of ankles and knees.
- Lifting of up to 50 lbs. on a frequent basis.
- Normal vision requirements.
- Hot, cold and rainy weather.

Other Considerations and Requirements:

1. Undergo a criminal background check.

*****If adopted by the Litchfield School Board, the JV Coach salary is currently \$2,161.30 by the Collective Bargaining Agreement.***