

**CELINA CITY SCHOOL DISTRICT BOARD OF EDUCATION
JOB DESCRIPTION**

<u>Title:</u>	Head Boys Bowling	LOCATOR INDEX:
<u>Department:</u>	Athletic	
<u>Building / Facility:</u>	High School	
<u>Reports to:</u>	Athletic Director	
<u>Employment status:</u>	Temporary / Part-time	
<u>FLSA status:</u>	Exempt	
<u>Description:</u>	Assist in the teaching and coaching of the fundamentals of bowling; assist in the overall supervision of the bowling program	

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Work within district policies and procedures in the development and maintenance of the interscholastic athletics program
- Ensure the proper conduct and actions of team members at all times
- Attend coaches' meetings
- Participate in awards program / banquet
- Supervise players on bus / van trips to away games / scrimmages
- Assist in taking attendance at practices
- Attend matches when applicable
- Attend clinics, camps, and seminars
- Maintain respect at all times for confidential information, e. g., student athlete grades for eligibility purposes, etc.
- Interact in a positive manner with staff, students, and parents
- Promote good public relations by personal appearance, attitude and conversation
- Attend meetings and in-service as required
- Assist players in the care and prevention of injuries
- Instruct players in the proper use of body building equipment, training and nutrition
- Attend JV and other assigned matches
- Supervise players in day-long practices, meetings, lunch and locker room activities
- Scout for players
- Participate in public relations activities
- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned by the head coach, athletic director and/or high school principal

Qualifications:

- Knowledge and experience in the sport of bowling

Required Knowledge, Skills, and Abilities:

- Ability to work with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- **Required Knowledge, Skills, and Abilities: cont.**
- Organizational and problem solving skills
- Ability to recognize and treat minor athletic injuries
- Knowledge of the game of bowling
- Basic First Aid and CPR training (Required by the state Board of Education)
- Van driving certification

Equipment Operated:

- Telephone
- Computer / printer
- Copier
- Motor vehicle (Van driving certification)
- Fax machine
- Calculator

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids and tissue
- Occasional operation of a vehicle in inclement weather conditions
- Occasional interaction among unruly children
- Frequent requirement to travel
- Occasional evening / weekend / summer work
- Occasional requirement to perform duties in inclement weather conditions, e.g., snow rain, heat, cold, wind, etc.

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 incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor and/or appointing authority.

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 minimum requirements of my position.

Signature

Date

Adoption date: _____

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