

# PROVIDENCE ACADEMY

## ASSISTANT TRACK & FIELD COACH - JOB PROFILE

- Title:** Assistant Coach- Track and Field
- Reports to:** Head Coach- Cross Country and Track & Field
- Evaluation:** Assistant Coach performance will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel and this job description.
- Status:** Part-time, stipend position with a primary season in spring semester, culminating in HCAA State Track Meet May 4.
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### POSITION SUMMARY

The Assistant Track & Field Coach is a non-supervisory administrative position at Providence Academy, and is a part of the Athletic Department. This position is responsible for supporting the mission of the school and, specifically, advancing the mission, culture, and function of the Athletic Department.

### PRIMARY RESPONSIBILITIES

1. Seamlessly reinforce a Christ-centered, competitive culture of athletics to coaches, faculty/staff, student-athletes, parents, and those outside of our school.
2. Prepare and implement practice plans and competition preparation for Jr. High and Senior High Track athletes. *Specifically working with the Short Sprint Events (100m/200m), Relay Events and the Hurdles*
3. Prepare and implement a Christ centered coaching philosophy that emphasizes hard work, teamwork, personal responsibility, and integrity
4. Support and reinforce our Team CORE Values, of Character, Honesty, Respect, Integrity, Strength/Sportsmanship, and TEAM
5. Evaluate and, whenever plausible, maintain cleanliness and safety of practice and game facilities
6. Partner with coaches of other sports to ensure the growth of all sport programs within the department
7. Attend practices as determined by Head Coach and Assistant Coach
8. Attend Meets as determined by Head Coach and Assistant Coach
9. Effectively communicate practice plan, schedules, expectations with athletes, coaches, and parents
10. Maintain proper certifications required of our coaching staff. (CPR/First Aid)



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## REQUIRED PERSONAL QUALITIES

1. Demonstrates faith in Jesus Christ as his/her personal Savior.
2. Professes a belief that the Bible is God's Word and is the standard for faith and daily living.
3. Agrees whole-heartedly with Providence Academy's Statement of Faith.
4. Is a Christian role model in attitude, speech, and actions toward others. (Luke 6:40) This includes being committed to God's biblical standards for sexual conduct.
5. Is a Christian who is an active member of a Christ-centered church, and will remain so during the period of employment, growing in his/her Christian relationship with God, and actively practicing and exhibiting Christian principles of the Christian faith; seeks to model in speech, actions, and attitude a consistent daily walk with Jesus Christ; sets an example of the importance of spiritual discipline; and encourages students in the importance of a personal relationship with Jesus Christ and growth of their faith.
6. Recognizes the role of parents as primarily responsible before God for their children's education and is prepared to partner with them in that task.
7. Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
8. Meets everyday stress with emotional stability, objectivity, and optimism.
9. Maintains a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and is in agreement with school policy.
10. Uses acceptable English in written and oral communication. Speaks with clear articulation.
11. Respectfully submits and is loyal to constituted authority.
12. Willing to notify the Principal of any policy he/she is unable to support.
13. Possesses a passion for the University-Model School mission/vision.
14. Possesses a clear knowledge, understanding, and heart for classical and Christian education.
15. Is a spiritual leader.
16. Is detail-oriented and able to remain flexible in the variable landscape of school athletics.
17. Possesses good people skills.
18. Has a servant's heart.
19. Is able to diffuse difficult situations.
20. Respects confidentiality.
21. Possesses and demonstrates the fruits of the Spirit.
22. Acts objectively when distinguishing what is best for Providence Academy when his/her own children are attending the school.
23. Is exemplary in praying for the school, staff, students, and families.
24. Models biblical principles of leadership in his/her relationships with and treatment of the faculty and staff.
25. Submits to the Athletic Director's, President's and Board's authority.
26. Is able to articulate a Christian (biblical) philosophy of education and implement this philosophy at all levels of the school.
27. Is able to communicate openly and honestly with the Athletic Director.

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*Providence Academy does not discriminate against applicants and employees on the basis of race, color, gender or national or ethnic origin. The purpose of this job description is to describe the basic function of this job so that employees can better know what is expected of them. The descriptions also provide information useful for recruiting, training, and performance appraisal. This document does not create an employment agreement, nor does it modify the at-will employment status of all employees. This job description is not meant to inhibit employee creativity or innovation. It may be revised when necessary.*

