



Longview Independent School District

JOB DESCRIPTION ASSISTANT SWIM COACH

JOB TITLE:	Assistant Swim Coach	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Director of Athletics and Campus Principal	TERMS:	187 Days (Part-Time)
DEPARTMENT:	Athletic	PAY GRADE:	Teacher Pay Schedule

PRIMARY PURPOSE:

Assist Head Coach in organizing, coordination and promoting a comprehensive program for swim that is designed to meet the needs and interest of the district and community

QUALIFICATIONS:

Minimum Education/Certification:

Bachelor's degree from an accredited college or university

Valid Texas teaching certification with required endorsements for subject and level assigned

Special Knowledge and Skills:

Strong communications, public relations and interpersonal skills
Strong problem solving skills

Minimum Experience:

Minimum 2 years teaching experience, preferred

MAJOR RESPONSIBILITIES AND DUTIES:

1. Assist Head Coach in coordinating swim programs for 7th grade through 12th grade
2. Three (3) middle schools; freshman, JV, and varsity teams
3. Assist in providing training and guidelines for coaching staff and the entire program
4. Assist Director of Athletics with organizing high school tournaments



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JOB DESCRIPTION **ASSISTANT SWIM COACH**

MAJOR RESPONSIBILITIES AND DUTIES: (continued)

5. Submit all needed requests made by the Head Coach/Director of Athletics
6. Assist in utilization and maintenance of swim equipment
7. Comply with district policies, as well as state and federal laws and regulations
8. Adhere to the district's safety policies and procedures
9. Maintain confidentiality in the conduct of district business
10. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
11. Demonstrate regular and prompt attendance
12. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Supervise assigned teacher aide(s) as required

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data



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WORKING CONDITIONS: (continued)

Physical Demands/Environmental Factors:

Frequent standing, stooping, bending, pulling, pushing; move small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; frequent district-wide travel; frequent state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; must be able to frequently to occasionally lift 25 to 50 pounds; outdoor exposure to sun and heat.

EVALUATION:

Teacher Evaluation and Support System (T-TESS)

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: April, 2017