



**Parkrose School District #3  
10636 N.E. Prescott  
Portland OR 97220**

**PLEASE POST**

**June 11, 2018**

**O P E N I N G S F O R 2 0 1 8 – 2 0 1 9 S C H O O L Y E A R A T P A R K R O S E H I G H S C H O O L**

**POSITION:** ASSISTANT COACH – DANCE TEAM

**SALARY:** Assistant Coach - Level F = **\$2310.**

The certified collective bargaining agreement determines the pay scale for extra duty positions.

**Job Purpose Statement:**

The primary purpose of the position of Assistant Dance Team Coach is to serve as the support to the head coach in her responsibilities. The Parkrose Dance Team is seeking an individual that will fully commit their time and leadership to the team and program. An ideal candidate would be organized, efficient, disciplined, mature, and an exceptional communicator. They must share the values and vision of the Parkrose Dance Team coaching staff; embracing diversity, tradition, innovation, and the Parkrose community at large. The ideal candidate will assist the head coach in carrying out assigned responsibilities; provide team activity supervision, training and coaching to student athletes as assigned by the head coach. In addition to assisting with choreography and teaching material, the assistant coach must support all head coach duties and monitor the progress of the team and vary instruction to meet the needs of individual members. Additionally, an assistant coach will be present at all team practices, performances, and events, as well as coaching work-sessions.

**Essential Job Functions:**

Year-round:

- Have understanding and knowledge of all rules and regulations regarding the activity/program as presented in the Oregon State Activities Association Handbook.
- Keep abreast of all rules and rule changes.
- Keep abreast of new developments, innovative ideas, and techniques by attendance at clinics, workshops, and dance classes in the field.
- Attend pre-season camps and workouts.

Seasonal:

A. PRE & POST-SEASON (April-August):

- Assist Head Coach in all administrative duties for team tryouts & orientation.
- Assist Head Coach in chaperoning team at all summer events (camp, workshops, etc.)
- Assist Head Coach in selecting music for the season, choreography for routines, forms & staging for routines, costuming for routines.

B. SEASON (September-March):

- Assist in implementing program objectives.
- Assume responsibility for constant care of equipment and facilities.

- Assume supervisory control over all team members when such responsibility is needed.
- Be in regular attendance at all events, competitions, practice sessions, and coach work-sessions.
- Apply discipline in a firm, consistent, and positive manner.
- Emphasize safety precautions; be aware of best training procedures and injury preventative actions.
- Conduct self and team in an ethical manner during all events and practices.
- Instruct students in rules of the activity, rule changes, new developments, and innovative ideas.
- Carry out all “Coaches Duties” as described in the Parkrose Dance Team Handbook and the Parkrose High School Athletic Handbook.

### **Qualifications:**

- Successful coaching experience in the sport.
- Keep current with new knowledge and innovative ideas and techniques in dance.
- Responsible for promoting designated sport throughout the School District and community in a positive and responsible manner.
- OSAA and District Eligibility requirements met.

### **Education & Experience:**

- High School Diploma or equivalent
- Previous coaching experience required (min. 2 years)
- Previous coaching experience with a dance team is preferred. Preference may be given to those with high school dance team coaching experience.

### **Skills, Knowledge and/or Abilities Required:**

***Skills*** Demonstrated effective, interpersonal relationship skills in working with students, parents, teachers, support staff and administrators, as well as business and community groups. Excellent written and verbal communication skills including effective facilitation of team practices. Exhibit a high level of personal and professional integrity and ethics.

***Knowledge*** of current program and best practices being used. Dance skills and technique, choreography, and forms/staging/maneuvering. Familiarity of rules and regulations as relate to dance teams in the OSAA, DDCA, and NFHS handbooks,

***Technology*** skills to be efficient working in MS Word, Excel, Power Point and Google e-mail and documents.

***Abilities*** to take direction from head coach, to lead the team in the absence of the head coach, build rapport with students, parents and staff. Regular attendance must be maintained. Significant physical abilities include standing and/or dancing for long periods of time, lifting/carrying, reaching/handling, talking/hearing conversations, and near/far visual acuity/depth perception/visual accommodation.

### **Licenses, Certificates & Special Requirements:**

**Requirements for new Coaches [paid and volunteer] – For all sports sanctioned by OSAA, plus Cheerleading and Dance/Drill**

Requirement	Frequency	Approx. cost
1) Coaching application and new hire paperwork (I-9, W-4)	Once, upon being hired	\$0
2) Fingerprinting (can be done through the District)	Once, upon being hired	\$12.50
3) Background check based on completed fingerprints	Once, upon being hired	\$59*
4) ASEP/NFHS Fundamentals of Coaching ( <a href="http://nfhslearn.com/coreCourseDetail.aspx?courseID=39000">http://nfhslearn.com/coreCourseDetail.aspx?courseID=39000</a> ).	Once, upon being hired	\$50
5) Concussion Recognition and Management ( <a href="http://nfhslearn.com/electiveDetail.aspx?courseID=38000">http://nfhslearn.com/electiveDetail.aspx?courseID=38000</a> )	Annually	\$0
6) NFHS Heat Acclimatization and Heat Illness Prevention ( <a href="http://nfhslearn.com/coreCourseDetail.aspx?courseID=34000">http://nfhslearn.com/coreCourseDetail.aspx?courseID=34000</a> ).	Every other year	\$0
7) Anabolic Steroids and Performance-Enhancing Sub. Training ( <a href="http://www.ode.state.or.us/search/page/?=2571">http://www.ode.state.or.us/search/page/?=2571</a> )	Every 4 years	\$0
8) Spirit Safety Clinic (Cheer & Dance/Drill Coaches Only)	Annually	\$0
9) First Aid/CPR/AED	Every 2 years	\$35
10) SafeSchools – District required trainings ( <a href="http://www.parkrose.or.safeschools.com/login">http://www.parkrose.or.safeschools.com/login</a> )	Annually	\$0

*\*This will be paid through payroll deduction*

#### **Reporting Relationship & Evaluation:**

This position reports to the head coach. Performance of this job will be evaluated by the head coach and athletic director, prior to extra-duty contract renewal.

#### **APPLICATION PROCEDURE:**

Cover Letter and Coaches Application

#### **Application materials must be sent to:**

503-408-2140 fax or email at:  
Patty\_coatney@parkrose.k12.or.us

#### **Closing Date:**

**June 25 or Until filled**