



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

ASSISTANT COACH – DANCE TEAM FOR 2012-2013 SCHOOL YEAR

**DATE: March 21, 2012
Open now until filled**

JOB TITLE: Assistant Dance Coach– High School

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. This candidate should be working toward the possibility of taking over the program as head coach for the 2013-2014 season.

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:

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:

Qualified applicants must meet OSAA & Parkrose School District coaching standards:

- NFHS Coaches Certification, OSAA Required Concussion & Steroid courses, District required First Aid/CPR/AED, Parkrose School District Certifications

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.

Salary:

\$3186.40 with possibility of extra hours

APPLICATION PROCEDURE

Submit applications to:

Mary King (mary_king@parkrose.k12.or.us)

In order for your application file to be complete, you must submit the following:

- Letter of Introduction
- Coaching Application
- Resume
- Three (3) current letters of recommendation