



DIETRICH SCHOOL DISTRICT NO. 314

Home of the Blue Devils



TITLE: CHEERLEADING ADVISOR

QUALIFICATIONS

1. High school diploma
2. Certification in first aid and CPR
3. Demonstrated knowledge of cheerleading, sports training, conditioning, injury prevention, kinesiology, management, and the rules of the Idaho High School Activities Association Handbook
4. Related experience as determined by the Board
5. Technical knowledge of stunts and spotting
6. Ability to foster and sustain students' interest in cheerleading and promote skill development
7. Possess good organizational skills
8. Strong interpersonal and communication skills, and ability to work harmoniously with students, parents, and colleagues
9. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO

Building Principal and Activities Director

JOB SUMMARY

To motivate and develop each participants' skills, attitudes, and habits that will guide them toward success, personal growth, and good character. To provide examples of fair play, team building, and respect. Provide leadership and motivation to excel.

MAJOR DUTIES AND RESPONSIBILITIES

Working with Student Athletes

1. Attend all tryouts, practice meetings, and in-school events, and supervise students during related field trips and other out-of-school functions
2. Organize practice schedules and event rosters
3. Assign positions to participants, and develop routines for performances
4. Attend out-of-school meetings, supervise fundraisers, and help students prepare for competitions
5. Coach individual participants of varying abilities in the skills necessary for achievement in cheerleading
6. Track student performance throughout the season and develop stat sheets on participants
7. Arrange with the athletics and activities director for any necessary transportation or scheduling of competition officials related to activities
8. Ensure the safety of the students and maintain responsibility for the security of equipment and facilities and that safety equipment is used correctly
9. Comply federal and state law, administrative rules, and Board policy pertaining to medical procedures and student athletes, including the district's concussion policy



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10. Ensure that students are eligible to participate, and that they have had any necessary physical examinations
11. Actively promote the cheerleading program, seek student participation, and select team members
12. Model positive behavior, maintain a supportive environment, and remain professional, even when tension is high
13. Maintain high standards of conduct for participants, including respect and fair play
14. Abide by the rules of the Idaho High School Activities Association Handbook

Other

1. Prepare the team's budget, order necessary supplies and equipment, and maintain appropriate records related to activity expenses and revenues
2. Be responsible for the collection, depositing of funds, payment of bills, and financial reporting in accordance with federal and state law, administrative rules, and Board policy
3. Work with other coaches, parents, referees, news reporters, operators of non-district facilities used for practice or competition as appropriate
4. Work closely with the athletics and activities director in scheduling interscholastic contests
5. Act as a liaison between the cheerleading program, drill team program, and the coaches
6. Assist the Activities Director, when requested to do so, in maintaining necessary attendance forms, insurance records, physical check-up forms, accident reporting, and all other required paperwork
7. Evaluate the cheerleading program annually and make recommendations for improvements as necessary
8. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at professional meetings, and by reading professional publications
9. Seek assistance should emergencies arise
10. Represent the school district in a positive manner
11. Know and follow school district policy and chain of command
12. Perform other duties as assigned

Length of Season: August – March

Approximate Number of Athletes: Junior High – 10; High School – 10

Number of Assistant Coaches: 0

Number of Games: TBD

Frequency of Practice: TBD



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Other Tournaments, Camps, Practices, Meets, Pre-Season Practice, etc.:

TBD

EVALUATION

Performance of this position will be evaluated periodically by the building principal and/or the athletics and activities director in conformance with federal and state law, administrative rules, and Board policy.

TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance



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COACHING

CHEERLEADING ADVISOR

Job Description

2017-2018

I have read the job description for this position and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirement.

Employee Signature

Date

Administrator Signature
(Direct Supervisor)

Date

Approved by the Board of Education: _____ Revised: _____