



St. Labre Indian School - Ashland, MT 59003 - (406) 784-4500
 Pretty Eagle St. Charles

JOB DESCRIPTION

Job Title: Coach - HS Assistant Girls BB
Department: St. Labre Indian Catholic School
Reports To: Activities Director
FLSA: Contracted
Salary Grade: Contact HR -
Approval: 7/14/2010
Status: Seasonal
Location: St. Labre Ashland, MT
Closing Date: Open Until Filled

SUMMARY

High School or Middle School Coach. Seasonal/Temporary positions for the 2010-2011 school year. Applicants need to complete two (2) applications: --St. Labre Application for Employment. --St. Labre Indian Catholic School Coaching Application.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential Duties And Responsibilities include the following. Other duties may be assigned. *Indicates the non-essential duties and responsibilities. Nothing in this job description restricts St. Labre's right to assign or reassign duties and responsibilities to this job at any

SUPERVISOR RESPONSIBILITIES

Directly responsible for any student under the teacher's care.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

High school diploma or general education degree (GED) preferred; and one to six months related experience and/or training preferred; or equivalent combination of education and experience.

KNOWLEDGE SKILLS AND ABILITIES

Ability to determine the origin of processing problems and delays and to initiate corrective action.
 Ability to effectively present information and respond to questions from staff.
 Experience implementing hardware/software projects.
 Broad knowledge of technical support in a Novell, Win 3.1, Windows 95/98, and Windows 2000 environment.
 Respects the teachings of the gospel of Jesus Christ in private, personal, and public life.
 Commitment to the mission of the Roman Catholic Church in Native American education.
 Sensitivity to, and appreciation of Native American people and their cultures.
 Ability to serve as an appropriate role model for students.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Montana driver's license. Appropriate coaching endorsements are preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel. When installing systems the employee may be required to stoop, kneel, crouch, or crawl. The employee may also occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

