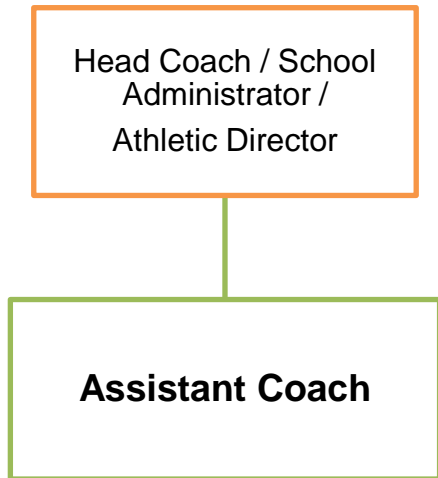


ASSISTANT COACH

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| Job Title: | Assistant Coach |
| Initial: | September 22, 2010 |
| Revised: | April 12, 2018 |
| Work Year: | Scheduled days based on season |
| Office: | Education |
| Department: | Assigned school |
| Reports To: | Head Coach / School Administrator / Athletic Director |
| FLSA Status: | Volunteer paid a nominal stipend |
| Pay Schedule: | Extra-curricular based on sport |

Related Organization Chart



POSITION SUMMARY: The Assistant Coach supports the Head Coach by assisting with organizing, planning, and administering a sports program. Performs duties assigned which supports the goals of the athletic department and school. Coaches students in the fundamentals and techniques of the sport. Assists each participating student achieve a high level of skill, an appreciation for the values of discipline and sportsmanship and an increased level of self-esteem. Adheres to the rules, regulations and policies of District 49. Stays current and abides by all CHSAA/NFHS rules and expectations.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Assists the Head Coach with oversight of the program, game management and the overall direction, coordination and evaluation of specific sport.
- Attends organizational meetings for team prospects and encourages potential athletes to participate in the sport.
- Instructs and demonstrates fundamental skill sets and techniques necessary for individual and team achievement.
- Assists the Head Coach in developing, planning and executing activities, training programs, practices and game schedules.
- Assists with conditioning of players to achieve maximum athletic performance.
- Assists with developing each athlete’s potential and obtains maximum performance. Provides individual and team counseling and motivation as required.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Coaches and instructs players, individually or in groups, regarding the rules, regulations, equipment, and techniques of the sport.
 - Enforces rules and regulations, adheres to district and school policies, procedures and guidelines.
 - Assists the Head Coach with assessing player's skills and assigning team positions.
 - Assists the Head Coach evaluate own and opposition team capabilities to determine game strategy.
 - Travels with student athletes on the team bus both to and from games.
 - Assists with supervising students in locker rooms and ensures appropriate behavior.
 - Assists in overseeing the safety conditions of the facility or area in which the assigned sport is conducted at all times students are present.
 - Assists in enforcing discipline and sportsmanlike behavior at all times. Assists in establishing and overseeing penalties for breach of such standards by individual students.
 - Strives to produce a winning program in accordance with the rules of fair play and sportsmanship.
 - Supports the achievement of academic excellence.
 - Assists in maintaining necessary attendance forms, insurance records and similar paperwork.
 - Assists in establishing performance criteria for eligibility in interscholastic competition in the specific sport.
 - Assists in recommending the purchase of equipment, supplies and uniforms as appropriate.
 - Attends clinics and conferences as needed to keep updated in current trends of the sport coached.
 - Checks and secures all office, storage room, outside doors, locker rooms and all lights after last player leaves after games and practices.
 - Ensures that medical and safety requirements are adhered to. Follows established procedures in the event of an athlete's injury.
 - Assists with organizing and executing fundraising activities.
 - Assists with facilitating community service opportunities.
 - Interacts thoughtfully and courteously with students, staff, parents, fellow coaches, and officials and resolves conflict in a professional manner.
 - Professionally represents the school and the district in interactions with student, parents, community, staff and the media.
 - Establishes and maintains a good leadership model, and demonstrates high standards of sportsmanlike conduct.
 - Attends league coaches meetings as requested.
 - Maintains appropriate certifications and training hours as required.
 - Performs athletic trainer duties and emergency first aid as required.
 - Assists with maintaining and publishing individual and team records.
 - Assists in the planning/direction of awards ceremonies.
 - Participates in special activities to include parent's night, banquets, award nights, and pep assemblies.
 - Performs other duties as assigned.

Supervision & Technical Responsibilities: This position has no supervisory responsibilities.

Budget Responsibility: This position has no budget responsibilities.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Experience and special training as determined by specific sport preferred.

Experience:

- Two to three years prior coaching experience preferred.
- Two or more years playing experience at high school or college level in specific sport preferred.

Knowledge Skills & Abilities:

- In-depth knowledge of specific sport assigned.
- Excellent organization and communication skills.
- Ability to communicate effectively with stakeholders within and outside the school environment.
- Excellent oral and written communication and interpersonal relation skills.
- Basic math and accounting skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Organizational skills.
- Ability to manage multiple priorities and tasks with frequent interruptions.
- Ability to maintain excellent attendance.
- Ability to understand and follow complex oral and written instructions.
- Ability to perform responsibilities without the necessity of close supervision.
- Must be proficient in the use of personal computers and common software applications including Microsoft Word, Excel, Outlook, and Power Point.

Certificates, Licenses, & Registrations:

- Criminal background check required for hire.
- Successful completion of the A.C.E., first aid and CPR training.
- CHSAA Certification.

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: The work is performed in schools and practice/playing areas and has periods of moderate physical activity. Typical positions require employees to walk or stand for long periods; lift and carry up to 30 pounds; bend, kneel and crouch, reach, hold and grasp. The work requires the ability to speak normally and to use normal or aided vision and hearing.

Work Environment: While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate to loud.

Mental Functions: While performing the duties of this job, the employee is regularly required to instruct, communicate and use interpersonal skills; frequently required to compare, analyze, synthesize, evaluate, compile and negotiate.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.