

## NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Assistant Athletic Coach

## QUALIFICATIONS:

1. High school diploma
2. Possession of a valid State of Iowa Athletic Coach Endorsement or Approval
3. Demonstrated knowledge of, interest in, and aptitude for coaching the specific athletic area
4. Excellent communication, public relations and organizational skills
5. Must have or be willing to obtain Category I – Bloodborne Pathogens Training, CPR Training & Child Abuse Training.
6. Excellent human relations and verbal communications skills. Excellent organizational skills. Ability to relate positively with staff, parents, students, and community. Demonstrated ability to produce results through previous assignments. Demonstrated leadership ability and a desire to lead. Knowledge of and aptitude for coaching the specific athletic activity.
7. Continuous speaking, hearing, and visual effort. Frequent standing, walking and sitting. Occasional climbing, lifting and carrying up to 75 lbs. Close mental and visual attention. Work involves some irregularities and difficulties, repetitive and varied tasks. Continuous general concentration.
8. Working conditions vary with the specific assignment and may include working in both indoor and outdoor areas or field in various types of weather conditions. Occasionally exposed to dust, noise, odors, and other irritants. Stress associated with the pressure of coaching. Work may involve irregular hours and days. Some travel required. Exposed to the hazards of the road when traveling.

REPORTS TO: Activities Director & Head Coach

JOB GOAL: To help 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. To provide leadership and direction for the specific athletic program from the seventh through the twelfth grade.

SUPERVISION: Supervises assistant coaches, students and provides leadership and direction to underclass and middle school coaches in the program.

## PERFORMANCE RESPONSIBILITIES:

1. Carry out all duties assigned by the head coach.
2. Work toward the success and improvement of the athletes on their squad within the rules and regulations of the school, the conference, the state associations, and the Iowa Department of Public Instruction.
3. Help in getting facilities and equipment ready to be used and issued.
4. Help issue equipment.

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5. Help to enforce proper care of equipment and uniforms by athletes on their squad.
6. Help with checking in equipment and taking inventory.
7. Help in seeing that training rules are enforced and violations reported.
8. Help in seeing that injury reports are made.
9. Help in seeing that the locker rooms are properly supervised and maintained in a neat and proper manner.
10. Be at all practice sessions and at all games unless otherwise assigned by the head coach.
11. Attend all meetings called by their head coach and the athletic director.
12. Recommend to the head coach any new equipment needed.
13. Unless asked by the head coach to do so, it is not the duty of an assistant coach to set policy or talk to squad members about the program.
14. When an assistant coach is in charge of a squad or team, the regulations for head coaches will apply.
15. Participate in the further development of the North Scott weight training program and use this program to enhance the ability of the athletes.
16. Other duties as assigned by head coach as sport specific

TERMS OF EMPLOYMENT: Twelve month year. Salary established by the Board.

EVALUATION: Performance of this job will be evaluated per contract language.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and agreed to by \_\_\_\_\_ Date: \_\_\_\_\_  
(Incumbent)

(This job description contains only measurable performance responsibilities.)

4/3/03