



Assistant Athletics Coach

Reports To: The Head Coach and Athletics Director, who provide overall objectives and final evaluation, in conjunction with the Building Principal.

SUMMARY

The Assistant Coach is responsible for carrying out the mission and objectives of the sport program as outlined by the head coach and school administration; to instruct athletes in individual and team fundamentals, strategy and physical training necessary to realize a degree of individual and team success; and supervise athletic participants in the program when such control is needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- General Duties
 - Has a thorough knowledge of all athletic policies approved by the Laramie County School District #2 (LCSD#2) Board of Trustees and is responsible for their implementation by the entire staff of the sports program.
 - Has knowledge of district, conference and WHSAA regulations; implements same consistently and interprets them for staff.
 - Understands the proper administrative chain of command and refers all requests or grievances through proper channels. Maintains awareness of all public/staff/departmental meetings that require attendance.
 - Maintains discipline and works to increase morale and cooperation within the school sports program and school community.
- Administrative Duties
 - Assists the head coach in scheduling and providing transportation to contests, tournaments and special sport events.
 - Assists in preparation for scheduled sport events or practices and adheres to scheduled facility times. Coordinates program with custodial, maintenance and school employees.
 - Provides documentation to the athletic administrator needed to fulfill state and local requirements concerning physical examinations, parental consent and eligibility.
 - Provides proper safeguards for maintenance and protection of assigned equipment sites.
- Responsibilities to Student Athletes
 - Assists the head coach in distribution of training rules, covenants, LCSD#2 Athletic Handbook and any other unique regulations of the sport to each athlete who is considered a participant.
 - Supervises practices, games and team trips. Takes all necessary measures to safeguard each participant.

- o Is present at practices, contests, meetings and any other assigned duties by the head coach.
- **Equipment and Facilities**
 - o Monitors equipment rooms and coaches' offices and authorizes who may enter.
 - o Permits athletes to be in authorized areas at the appropriate times and supervises them.
 - o Examines athletic facilities before and after practices and games, checking on general cleanliness of the facility.
 - o Secures all doors, lights, windows and locks before leaving building if custodians are not on duty.
 - o Instills in each player a respect for equipment and school property, its' care and proper use.
- **Program Responsibilities**
 - o Assists the head coach in carrying out his/her responsibilities.
 - o Issues press releases and school announcements as assigned.
 - o Instructs team members concerning changes in rules. Teaches fundamentals of the sport as outlined by the head coach.
 - o Works within the basic framework and philosophy of the head coach of that sport.
 - o Attends all staff meetings.
 - o Supervises players before, during and after practices and contests. Ensures all athletes are safely on their way home before leaving the facilities.
 - o Helps in the planning, implementation and supervision of both in-season and off-season conditioning, weight programs, summer league play, team camps, clinics and other skill development activities.
 - o Strives to improve skills by attending clinics and using resources made available by the head coach.
 - o Performs other duties that are consistent with the nature of the position and that may be required by the head coach.

QUALIFICATIONS

- **Education:** High School Diploma or GED required.
- **Language Skills:** Ability to respond to common inquiries from parents, patrons or staff. Ability to prepare clear, concise, grammatically correct letters, memos and other written documents. Ability to communicate effectively both verbally and in writing.
- **Computer Skills:** Basic computer skills helpful.
- **Other Skills and Abilities:** Ability to follow and successfully complete both written and oral directions. Ability to be precise in given tasks, organized and detail oriented. Ability to read and understand policies. Ability to maintain confidentiality of privileged and sensitive information. Ability to exercise good judgment and independent thinking. Ability to establish and maintain effective filing systems. Ability to perform research and compile information from a variety of sources.
- **Certificates, Licenses, Registrations:** Valid Wyoming Coaching Certification through PTSB and current First Aid and CPR Certifications. Must have a valid Driver's License and a clear driving record. Must agree to and clear a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

Must be able to work both indoors and outdoors depending on the sport and season and work in noisy and crowded environments. This position will require some travel.

Performing the job duties of this position require the following physical demands: some physical exertion to manually move, lift, carry, pull or push heavy objects or materials. Occasional bending, stooping, kneeling, reaching and sitting as well as prolonged standing.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. The District may add to, modify or delete any aspect of this job at any time as it deems advisable.