

## **Assistant Athletic Coach Job Description**

Under the direction and supervision of the Athletic Director, coaches shall foster the quest for excellence by assisting in creating an educational and competitive experience for student athletes within an atmosphere of sportsmanship, developing individual and team potential by promoting high standards of competence, character, inclusivity, civility, and citizenship.

Coaches shall instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. Student-athletes shall receive instruction designed to: achieve individual & team accomplishments; develop acceptable social behavior, self-discipline, self-confidence; and build individual self-esteem.

### **Minimum Requirements:**

The coach must possess the required certifications determined by OSAA, NFHS and North Clackamas School District.

- First Aid Certification
- Concussion Training
- Coaching Fundamentals
- Steroids Training
- Heat Training
- Additional training as required by OSAA

### **Required Knowledge, Skills & Abilities:**

In order to meet the performance expectations of a coaching position, the coach must possess and demonstrate the following for selection and retention:

- Knowledge and understanding of the basic and advanced aspects of the sport.
- Understanding of child growth, development and behavior.
- Knowledge of assessment techniques and monitoring strategies to identify student/athlete's efforts, performance, strengths, and weakness.
- Motivational techniques and strategies to improve individual and team performance.
- An appreciation of the unique individual differences (physically, intellectually, emotionally) of the players.
- Ability to provide training and coaching to improve individual players and team performance.
- Ability to effectively organize, and supervise practices, scrimmages, and games.
- Ability to establish relationships and communicate effectively with both students and adults.

## **Major Duties and Responsibilities:**

The following duties and responsibilities may be performed by both the Head Coach and Assistant Coaches or where appropriate delegated to the Assistant Coach under the direction and supervision of the Head Varsity Coach. Under the direction and supervision of the Head Varsity Coach the Assistant Coach may direct other Assistant Coaches in consultation with the Head Varsity Coach.

### **1. Organizational**

- A. Ensures that all aspects of the program comply with the guidelines, rules and policies that have been established by the School District, League, OSAA and NFHS.
- B. Communicates information about the program and tryouts to engage eligible student candidates for participation in the program.
- C. Confirms that all participants have been cleared by the athletics office.
- D. Conducts an appropriate try-out for all student athletes. Develops and communicates criteria for selection to appropriate teams. Selects team members and communicates in a timely and sensitive manner to participants in tryouts.
- E. Formulates and submits team lists and rosters, to the Athletic Office.
- F. Communicates practice and game schedules.
- G. Maintain an updated inventory of uniforms, equipment and supplies used within the program.
- H. Maintains and reports results, statistics, etc to appropriate websites and Athletics Office.
- I. Establishes and announces criteria for awards/recognition.

### **2. Coaching**

- A. Has a thorough knowledge of the sport and develops daily practice plans and game plans throughout the season designed to maximize and improve student competency in the sport.
- B. Has a thorough knowledge of all athletic policies approved by North Clackamas School District and OSAA.
- C. Has knowledge of and complies with state, conference, league and school rules and regulations for the sports coached.
- D. Attends all practices, games and is present on all modes of transportation. Provides assistance, guidance and supervision of athletes at practices games and on transportation to and from games.
- E. Maintains discipline and works to increase morale, inclusivity and cooperation within the school sports program.
- F. Works with athletic trainer to maintain a stocked medical kit for practice and contests, complete with student emergency information.

- G. Attends conferences, workshops and clinics in order to stay updated on all aspects of the program/sport as determined by building administration.
- H. Completes and submits all accident or incident reports in a timely manner.
- I. Displays and encourages sportsmanship. Respects officials and works with team /students to understand the aspects of sportsmanship relating to the rules, teammates, opponents and spectators.
- J. Represents the School District and the program in a positive manner and serves as a role model for students

**3. Administrative Duties:**

- A. Collaborates with the Athletic Director for scheduling of games and transportation including tournaments and special sporting events.
- B. Assists in the necessary preparation to hold scheduled facility times.
- C. Provides proper safeguards for the maintenance and protection of assigned equipment supplies.

**4. Responsibilities to Students:**

- A. Provides information, and follows rules relative to training and any other unique regulation/rule of his/her sport to each athlete.
- B. Directs student managers and statisticians on respective teams.
- C. Collaborates with the Athletic Director to determine discipline, delineates procedures concerning due process when the enforcement of discipline is necessary. Contacts the legal guardian of a student when an athlete is ineligible.
- D. Advise and assist students, where appropriate, on athletic participation at the postsecondary level.
- E. Serves as a resource for students involved in the college recruitment process.
- F. Writes letters of reference upon request as appropriate for students who have participated in the program.

**5. Responsibilities to the Staff, Parents, and other adults associated with the athletic program:**

- A. Communicates information regarding the school's mission, philosophy and others aspects of the athletic program.
- B. Communicates information regarding specific sports concerns; schedules, tryouts, etc.
- C. Actively addresses concern that requires our attention regarding policies and/or procedures.

**6. Equipment & Facilities:**

- A. Is accountable for all equipment and supplies. Notifies AD if any equipment is lost or not returned. Arranges for issuing and storing of equipment and submits an annual inventory.
- B. Recommends budgetary items for next year in his/her area of the program.
- C. Monitors and supervises the locker rooms and coaches offices.
- D. Permits the athletes to be in only authorized areas of the building at appropriate times as deemed by the administration.
- E. Examines locker rooms before and after practices and games.
- F. Teaches each player a respect for equipment and supplies.

**7. Program Responsibilities:**

- A. Communicates and responds to inquiries in a timely manner to students, parents, Athletic Office and administration.
- B. Understands the proper chain of command and board policy.
- C. Communicates with media when appropriate.
- D. Maintains and submits a record of team and individual statistics on a timely basis when requested by the Athletic Office.
- A. Coordinates and participates in post-season award ceremonies as appropriate.
- B. Attends all required coaches meetings.
- C. Arrives early enough before practice, contests and meetings to adequately prepare for the day's activities. Supervise until all players are transported home.
- D. Helps in the planning and implementation of both in-season and out-of-season conditioning and weight training programs. (If applicable)
- E. Strives to improve his/her knowledge and skills by attending clinics and using resources.
- F. Performs such other duties that are consistent with the nature of the position and that may be requested by the Athletic Director where applicable.