

NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION

ASSISTANT COACH

Purpose of the Job

Assist the Head Coach in carrying out assigned responsibilities.

To provide sports activity supervision, training and coaching to student athletes as assigned by the Head Coach.

Essential Job Functions

YEAR ROUND:

1. Have understanding and knowledge of rules and regulations regarding the sport as presented in the State Activities Association Handbook.
2. Keep abreast of all rules and rule changes.
3. Keep abreast of new developments, innovative ideas, and techniques by attendance at clinics, workshops, and reading in the field.

SEASONAL:

A. Before the Season:

1. Assist Head Coach in proper registration of athletes.
2. Assist Head Coach in making systematic issuance of equipment.
3. Assist Head Coach in providing accurate information needed to compile eligibility lists and other reports.
4. Meet with squad to discuss all rules and regulations, with specific emphasis on the Athletic Code.

B. During the Season:

1. Assist in implementing athletic objectives
2. Assume responsibility for constant care of equipment and facilities.
3. Assume supervisory control over athletes and teams assigned and over all athletes when such control is needed.
4. Be in regular attendance at all contests and practice sessions.
5. Apply discipline in a firm and positive manner.
6. Emphasize safety precautions; be aware of best training procedures and injury preventative actions.
7. Conduct self and teams in an ethical manner during contests and practice.
8. Instruct players in rules of the game, rule changes, new developments, and innovative ideas.
9. Carry out all "Regulations for Coaches" as described in the Handbook and/or preseason coaches meeting.

C. End of Season

1. Assist in return, storage, and inventory of school equipment.
2. Recommend facility maintenance and improvements.
3. Recommend equipment to be purchased.
4. Recommend schedule improvements.
5. Make reports as requested by Head Coach and Athletic Director.

Qualifications:

Education & Experience:

High School Diploma or equivalent

Age 19 years or older

Previous coaching experience preferred
Preference may be given to specific sport coaching experience
Preference may be given to individuals with teaching experience

Knowledge Skills & Abilities:

Ability to take direction from head coach
Ability to build rapport with students, parents and staff
Skilled in communicating effectively and diplomatically

Licenses, Certificates & Special Requirements:

1. Must meet WIAA coaching standards:
 - a. 30 coaching education hours by the end of the third year, for a beginning coach.
2. **Valid first aid/ “Hands On” CPR certificate required**

Reporting Relationship:

Reports to Head Coach.

Conditions of work:

Union Affiliation:

NKAAA

FLSA Status:

Salary Range:

NKAAA Salary Schedule

Job #

NKAAA-Coach#2

Job History:

Created: ; Revised 6-24-03; 10-30-05; 8-23-11; 3-10-14

Immediate Supervisor

Date

Asst. Superintendent of HR

Date

This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice