

ASSISTANT COACH
High School Athletics

Purpose Statement:

The purpose the Assistant Coach is to assist the Head Coach implement and oversee the athletic program for assigned sport(s). Essential tasks include providing supervision of students during all aspects of the program; using sound instructional techniques in program activities; serving as a positive role model to student athletes. The employee must understand and abide by all building, Puyallup School District and Washington Interscholastic Activities Association (WIAA) policies, regulations, procedures, and guidelines.

Essential Job Functions:

- **Supervises** student athletes to promote effective student learning through participation in athletic activities, modeling appropriate behavior in appearance, language, etc.
- **Communicates** respectfully and effectively with all stakeholders (e.g., parents, community, students, opponents, officials, and staff)
- **Adheres** to coaching philosophy and leadership of head coach
- **Encourages** students to participate in athletic program and coaches all athletes equitably
- **Develops and maintains** positive relationships with parents, community, students, opponents, officials, and staff
- **Instructs** student athletes to promote effective student learning through participation in athletic activities, including clinics and post season competition
- **Assists** the head coach in preparing athletes both physically and mentally to participate with confidence and self-assurance in athletic contests
- **Administers** discipline, when necessary, in a fair and consistent manner
- **Emphasizes** safety precautions
- **Provides** opportunities for each participant to achieve some success, providing feedback to athletes before, during and at the end of the season
- **Assists** in overseeing practice sessions that are both stimulating and instructive, and conducted on a regular daily basis with the idea of developing the athlete's greatest potential
- **Teaches** safe and sound fundamental skills of the sport; emphasizes and promotes good sportsmanship in the conduct of team members and coaches
- **Abides** by regulations in the Coaches' Handbook
- **Follows** district procedures for handling injuries
- **Oversees** the issuing of equipment; maintains records including dates and times of issuance
- **Assures** the systematic return of all equipment, the cleaning and storing of equipment
- **Performs** weekly safety check for all equipment and facilities
- **Holds** students responsible for lost equipment
- **Completes** inventory lists and provides copies to the head coach and building athletic director

Other Job Functions:

- **Attends** all district and building athletic meetings as called by building athletic director and/or district athletic director.

- **Updates** knowledge by attending clinics, workshops, and maintaining familiarity with current athletic programs; keeps current regarding rule changes as adopted by WIAA and district.
- **Assists** other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Minimum Qualifications:

Graduation from high school or equivalent; high school graduation date must be a minimum of two years from start date of the season; must be at least 19 years of age (WIAA regulation); or any combination of experience and training which provides the applicant with the knowledge, skills, and ability required to perform the work and that meets federal and state requirements.

Allowable Substitution: Equivalent combinations of education and experience will be evaluated by the Human Resources department for comparability.

Required Knowledge, Skills, Abilities:

- Knowledge of building, District, and WIAA policies, regulations, procedures and guidelines.
- Knowledge of effective coaching practices/techniques for the sport
- Ability to comply with WIAA coaching standards
- Ability to motivate students
- Ability to exercise fairness in dealing with student athletes
- Ability to always conduct oneself in an ethical and exemplary manner
- Ability to maintain poise and composure during practice and games
- Ability to relate to students of differing athletic abilities
- Ability to establish and maintain effective work and student relationships with a variety of people in a multi-cultural, diverse socio-economic setting
- Ability to maintain accurate records and files

Licenses/Special Requirements:

- Criminal Justice Fingerprint/Background Clearance
- First Aid Certificate, CPR card and AED training are required.
- WIAA requires sport-specific training for some activities (football, cheer stunting, pole vaulting).
- Red Cross Safety Training or Lifeguard certification is required for swimming, diving, and water polo coaches.