



SUPPLEMENTAL

ATHLETICS - ASSISTANT COACH

JOB DESCRIPTION

JOB TITLE: Supplemental – Assistant Coach
REPORTS TO: Athletics | Campus Principal
LOCATION: Campus Assigned

FLSA STATUS: Nominal Stipend
PAY GRADE: SUP 2, 3
DAYS: Based on Season
JOB ID & DATE: SUP-A11, September 2023

JOB PURPOSE SUMMARY

The Assistant Coach supports the Head Coach by assisting with organizing, planning, and administering a sports program. Performs duties assigned which supports the goals of the athletic department and school. Coaches students in the fundamentals and techniques of the sport. Assists 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. Adheres to the rules, regulations and policies of Adams 14. Stays current and abides by all CHSAA/NFHS rules and expectations.

REQUIREMENTS

Education Level Details

- High school diploma.
- Experience and special training as determined by specific sport preferred.

License, Certification, Background Check

- Criminal background check required for hire.
- Successful completion of the A.C.E., first aid and CPR training.
- CHSAA Certification of sport specific certification (high school). Coaching experience can be substituted for certification.

Work Experience Required

- Two to three years prior coaching experience is preferred.
- Two or more years playing experience at high school or college level in specific sport preferred

Other Skills and Abilities Required.

- In-depth knowledge of specific sport assigned.
- Excellent organization and communication skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Ability to maintain excellent attendance.
- Ability to understand and follow complex oral and written instructions.
- Ability to perform responsibilities without the necessity of close supervision.
- Bilingual preferred

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

General

- Assists the Head Coach with oversight of the program, game management and the overall direction, coordination and evaluation of specific sport.
- Attends organizational meetings for team prospects and encourages potential athletes to participate in the sport.
- Instructs and demonstrates fundamental skill sets and techniques necessary for individual and team achievement.
- Assists the Head Coach in developing, planning and executing activities, training programs, practices and game schedules.
- Assists with conditioning of players to achieve maximum athletic performance.
- Coaches and instructs players, individually or in groups, regarding the rules, regulations, equipment, and techniques of the sport.
- Enforces rules and regulations, adheres to district and school policies, procedures and guidelines.
- Travels with student athletes on the team bus both to and from games.
- Assists with supervising students in locker rooms and ensures appropriate behavior.
- Assists in overseeing the safety conditions of the facility or area in which the assigned sport is conducted at all times students are present. Checks and secures all office, storage room, outside doors, locker rooms and all lights after last player leaves after games and practices.
- Assists in enforcing discipline and sportsmanlike behavior at all times. Assists in establishing and overseeing penalties for breach of such standards by individual students.
- Strives to produce a winning program in accordance with the rules of fair play and sportsmanship.
- Ensures that medical and safety requirements are adhered to. Follows established procedures in the event of an athlete's injury.
- Assists with organizing and executing fundraising activities.
- Performs athletic trainer duties and emergency first aid as required.

Other

- Perform other duties as assigned.

Sportsmanship

- Upholds the values of sportsmanship, fair play, and integrity at all times and treats players, opponents, referees, and spectators with the utmost dignity and respect. This entails adhering to the following principles: engage in constructive and positive communication with participants, providing guidance, feedback, and encouragement to nurture their growth as athletes and individuals; embrace the spirit of competition by acknowledging the hard work and dedication of opponents; encourage participants to compete vigorously while maintaining respect for their opponents, both on and off the field dance floor or gym; acknowledge the challenging role of referees and officials in maintaining the integrity of the game, sport, or event; serve as a role model by exhibiting exemplary conduct on the sidelines; demonstrate composure and professionalism even in the face of challenging situations; create an inclusive and welcoming environment for all participants and spectators, regardless of their backgrounds, abilities, or affiliations; effectively manage conflicts or disputes with opposing coaches, players, or spectators through respectful dialogue and adherence to established sportsmanship guidelines; and uphold a zero-tolerance policy for negative, derogatory, or discriminatory language.

COMPENSATION

POSITION	SCHEDULE	NUM
HS Football	2	2
HS Basketball	2	4
HS Track	2	3
HS Baseball	2	
HS Softball	2	
HS Swimming	2	
HS Volleyball	2	2
HS Wrestling	2	3
HS Soccer	2	4

POSITION	SCHEDULE	NUM
HS Cross Country	3	1
HS Tennis	3	1
MS Football	3	4
MS Basketball	3	4
MS Track	3	2
MS Soccer	3	2
MS Wrestling	3	2
MS Volleyball	3	2

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 40 pounds.

Work Environment: While performing the duties of this job, the employee will work primarily in Work with students in outdoor playing fields, indoor and outdoor courts, gymnasium, swimming pool or other sports facility; physical ability to lift and move sports equipment and demonstrate sports skills when necessary; may be exposed to infectious diseases and inclement weather. The

Employee may be required to work from a remote location in the event of a district shut-down or other event. Ability to travel with the team.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: _____ Employee ID Number: _____
Signature: _____ Date: _____