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St. Helens School District  
St. Helens, OR  
Job Description

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**Job Title:** HS Assistant Coach  
**Reports To:** Head Coach - Athletic Director

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**JOB SUMMARY**

The duties of the assistant coach are to carry out the program planned by the head coach, to assist as required, and to perform delegated duties set forth by the head coach of that sport.

When the assistant coach is assigned to direct a team, the head coach will designate their system of play. Where applicable, they will have the same responsibilities as listed for head coaches. The assistant coach is to adhere to the policies of the St. Helens School District, and the regulations of the school, the Northwest Oregon Conference Standard Operating Procedures, and the OSAA.

The assistant coaches shall carry out all policies set forth by the school officials and shall take initiative in making proposals to the Athletic Director for any improvements in the program.

The assistant coach plays a vital role in the success of a sports program and the cooperation and loyalty to the head coach, understanding and patience with participants and managers, industry and devotion to duty are essential personal qualities.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

**Year Around Responsibilities:**

1. Have understanding and knowledge of rules and regulations regarding the sport as presented in Oregon School 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 and workshops.
4. Assist head coach in carrying out assigned responsibilities.

**Seasonal Responsibilities:**

Before the season –

1. Assist the head coach in proper registration of athletes.
2. Assist the head coach in making systematic issuance of equipment.
3. Assist the head coach in providing accurate information needed to compile eligibility lists and other reports.
4. Meet with the squad to discuss all rules and regulations.

During the season –

1. Assist in implementing the athletic objectives of the sport.
2. Assume responsibility for constant care of equipment and facilities.
3. Assume supervisory control over athletes and teams assigned.
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 prevention action.
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. Attend Booster Club meetings.

Responsibilities at the end of the season –

1. Assist in return, storage, and inventory of school equipment.
2. Recommend athletes for awards.
3. Recommend facility maintenance and improvements.
4. Recommend equipment to be purchased.
5. Recommend schedule improvements.
6. Make reports as requested by the head coach and Athletic Director.
7. Additional responsibilities which may be assigned –
8. Scouting opponents.
9. Equipment supervisor.
10. Publicity reports.
11. Filming

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**SUPERVISORY RESPONSIBILITIES**

1. Student Athletes

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**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. High School Diploma or Equivalent.
2. Must have or be able to obtain NFHS Certification and Steroid and Concussion Management Training.
3. Must be able to satisfy all OSAA & NFHS Coaching requirements
4. Must have or willing to attend Blood Borne Pathogens, Sexual Harassment, Bullying Prevention and Child Abuse Training.
5. Must be willing to submit to a pre-employment drug screen and background check.
6. Ability to obtain a First Aid and CPR certification recommended.

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**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. In an eight-hour day the employee may:
  1. Stand/walk 4 – 6 hours
  2. Sit 2 – 4 hours
2. The coach may occasionally:
  1. Bend/kneel/squat/reach
  2. Climb Stairs or ladders
  3. Use hands for repetitive motions
  4. Lift and hold items to forty pounds

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**SALARY**

As negotiated in the SHEA agreement.

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**EVALUATION**

In accordance with district policy.

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**OTHER**

**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. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

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Prepared By: St. Helens SD

Prepared Date: 2023

I have read and understand this job description.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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