



# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CO-CURRICULAR ATHLETICS ASSISTANT COACH JOB DESCRIPTION

**JOB TITLE:** ATHLETIC ASSISTANT COACH

**REPORTS TO:** Athletic Director & Varsity Head Coach **SITE:** All Schools

**CLASSIFICATION:** Co-Curricular Athletics **WORK YEAR:** Per Season

**SALARY:** Co-Curricular Athletics Stipends

**APPROVED BY THE BOARD OF TRUSTEES:** 10/26/23 **EFFECTIVE DATE:** 10/26/23

---

### **JOB SUMMARY:**

Instruct student-athletes in the fundamental skills, strategy, and physical training necessary to promote individual and team success. Provide student-athletes with athletic instruction that leads to the formulation of good sportsmanship, acceptable social behavior, moral values, self-discipline and self-confidence. Supports school athletic program, athletic booster group, and athletic director and performs other related duties as assigned. Assistant coaches will support the head coach in regards to fulfilling the essential functions below.

### **ESSENTIAL FUNCTIONS:**

1. Responsible for all matters pertaining to the organization and administration of coaching the team under his/her/their direction, and enforcing all rules of the C.I.F., CCS, and PAL as they pertain to the respective sport.
2. Serves as a positive role model to players, parents, officials, and fellow coaches by following all rules and demonstrating good sportsmanship.
3. Works cooperatively within an education environment that emphasizes the successful psychological, social, and emotional development of its students.
4. Represents the school on the highest professional level with dignity, integrity, strength of character, and ethical behavior.
5. Promotes respect by example through appearance and conduct.
6. Exhibits moral and ethical behavior and demonstrates dedication and loyalty to the school, the Athletic program, the Athletic Director and other coaches.
7. Assists the Varsity Head Coach in arranging pre-season meeting with students and parents to provide information and discuss rules, regulations, and expectations.
8. Assists the Varsity Head Coach in organizing team tryouts, maintaining the integrity of the selection process, and respectfully communicating results in a timely and appropriate manner.
9. Assists the Varsity Head Coach in planning and conducting all practice sessions effectively at a level appropriate for each member of the team.
10. Insures proper warm-up and conditioning programs to reduce the risk of injury.
11. Provides a safe and enjoyable environment for all players, giving each student an opportunity to participate.
12. Instructs participants in the skills necessary for achievement.
13. Properly supervises all athletes at practice, in transit and at games.

14. Assists the Varsity Head Coach in inspecting all equipment and management of equipment and uniforms.
15. Promotes student participation in other out-of-season sports.
16. Keeps statistics on the team and players for school and league records and submits requested reports on time.
17. Teaches precautions and procedures to help students prevent injuries. Ensures that medical authorization forms are on file and readily available. Promptly documents all injuries that require or could require medical attention. Encourages parent involvement and coordinates their assistance.
18. Communicates good health, fitness principles and positive character development concepts to players, parents, and spectators.
19. Communicates with the Varsity Head Coach on all matters of policy.
20. Assists the Varsity Head Coach in monitoring the academic progress of team members during the season, and encourages academics over athletics.
21. Reports student discipline problems, vandalism, and other related concerns to the Varsity Head Coach, Athletic Director, Dean, or other appropriate school level personnel.
22. Assists the Varsity Head Coach in assigning and maintaining inventory of athletic equipment issued to students and staff.
23. Assists the Varsity Head Coach in immediately collecting and returning all district uniforms and equipment at the end of the season.

**EMPLOYMENT STANDARDS:**

Incumbent must be able to perform essential functions 1-24 with or without reasonable accommodation.

**QUALIFICATIONS:**

1. Completion of all coaching and supervision clearance requirements as required by the school, league, district, and state.
2. Successful coaching experience in assigned sport.
3. Demonstrated proficiency in instruction and a solid understanding of the technical aspects of the sport.
4. Demonstrated commitment to positive coaching philosophy.

**ABILITY TO:**

- Communicate satisfactorily in oral and written form in English as necessary.
- Understand and carry out oral and written instructions.
- Establish and maintain cooperative relations with students and adults and relate effectively with parents and community.

**PHYSICAL REQUIREMENTS:**

- Ability to observe type and extent of injury.
- Ability to hear and speak to exchange information.
- Ability to walk or stand for extended periods.
- Ability to bend, stoop, squat, kneel and reach overhead.
- Ability to operate equipment, and handle work with various materials and objects.
- Ability to lift, carry, push, pull or otherwise move objects up to 50 pounds of force.

**OTHER REQUIREMENTS:**

- Possess a valid CPR/AED & First Aid certificate from the American Red Cross or other established organization.
- Department of Justice fingerprint clearance.
- Evidence of Activity Supervisor Certificate clearance.
- Evidence of Tuberculosis clearance.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

**SMUHSD Equity Vision**

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

**Equal Opportunity Employer Statement**

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

**DISASTER SERVICE WORKERS:**

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109).

Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.