



**Job Title:** Assistant Coach **Exemption Status:** Exempt  
**Reports to:** Head Coach, Principal, and Athletic Director **Code:**  
**Dept./School:** Assigned Campus/Athletics

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### **Primary Purpose:**

Provide instruction and coach students to develop skills and ability to excel in assigned sport(s).  
Contribute to education program as a whole and to growth of students involved in athletics.

### **Qualifications:**

#### **Education/Certification:**

Bachelor's degree  
Valid Texas teaching certificate  
Current first aid, cardiopulmonary resuscitation (CPR), and automated external defibrillator (AED) certificate  
Clear and valid Texas commercial driver's license with Passenger (P) and School Bus (S) endorsements

#### **Special Knowledge/Skills:**

Knowledge of coaching techniques and procedures  
Knowledge of University Interscholastic League (UIL) rules  
Ability to instruct and supervise student athletes  
Ability to pass U.S. Department of Transportation alcohol and drug tests and annual physical  
Excellent organizational, communication, and interpersonal skills

#### **Experience:**

Experience as a coach or participant in sport assigned

### **Major Responsibilities and Duties:**

#### **Instruction**

1. Use a variety of instructional techniques and media to meet the needs and improve the abilities of student athletes in the sport assigned.
2. Assist with the management and supervision of athletic activities, contests, and practice sessions to promote individual growth in athletic skills, teamwork, and good sportsmanship.
3. Work with other members of school staff to plan and implement instructional goals and objectives to ensure the overall educational development of student athletes.

## **Program Management**

4. Assist with the establishment of performance criteria for competition and evaluation of students' athletic abilities initially and on a regular basis. Model performance criteria and physical movements required for successful student performance of sport.
5. Take all necessary precautions to protect student athletes, equipment, materials, and facilities.
6. Assist with coordinating of travel arrangements to out-of-town events.
7. Ensure compliance with all UIL rules.
8. Assist with the development and coordination of a continuing evaluation of coaching program and make suggestions based on findings.

## **Student Management**

9. Accompany and supervise student athletes during athletic competitions in assigned sports both at-home and on out-of-town trips.
10. Instruct and advise students on NCAA regulations with regard to academic requirements for scholarships and recruiting practices.
11. Apply and enforce student discipline during athletic contests, practice sessions, and while on trips off school property in accordance with Student Code of Conduct and student handbook.
12. Encourage, by example and through instruction, sportsmanlike conduct in all phases of athletic participation.

## **Communication**

13. Maintain open communication with parents, students, principals, and teachers.

## **Administration**

14. Assist in selection of equipment and instructional materials.
15. Assist with the compilation, maintenance, and filing of all reports, records, and other documents required.
16. Assist with the process of cleaning, repairing, and storing all campus athletic equipment.
17. Follow district safety protocols and emergency procedures.

## **Supervisory Responsibilities:**

Assign and oversee completion of the work of student athletic assistants.

## **Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Athletic equipment, standard office equipment including computer and peripherals, and other instructional equipment; automated external defibrillator (AED); operate school bus

**Posture:** Prolonged standing; kneeling, squatting, bending, and stooping; frequent driving; moderate grasping/squeezing, wrist flexion/extension, and reaching

**Motion:** Frequent walking and physical movements associated with sport(s) assigned

**Lifting:** Frequently light lifting (less than 15 pounds); occasional moderate lifting or carrying (15-44 pounds)

**Environment:** Work outside (exposure to sun, heat, cold, and inclement weather) and inside; frequent exposure to noise; frequent districtwide and statewide travel; frequent prolonged and irregular hours; moderate exposure to vehicle fumes and work around moving vehicles

**Mental Demands:** Maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.