ASSISTANT COACH

Purpose Statement

To assist the Head Coach in conducting a program, in a particular sport, and to help participating student athletes achieve a high level of skill and an appreciation for the values of discipline and sportsmanship. This position reports to Site Administrator, Site Athletic Director and Head Coach..

Essential Functions

- Understands the rules and regulations regarding the sport as presented in the NIAA and/or league handbook and By-Laws.
- Keeps the safety and welfare of his/her athletes above all other considerations.
- Carries out the athletic program which has been established by the Head Coach.
- Reports and records any injury requiring medical attention to school authorities immediately and completes the appropriate insurance and accident forms when a participant is injured.
- Is responsible for the condition of his/her facilities following a practice and the last one to leave locker rooms and gyms.
- Must supervise or insure supervision at ALL times.
- Knows and understands all athletic and coaching regulations and procedures of the district.
- Rides in the bus and supervises any bus trip in which his/her athletes are involved
- Sees that the players do not damage or deface property or in any way detract or interfere with the host schools' program.
- Sees that all team members ride the team bus to and from all athletic events unless released by the coach to his/her parents or legal guardians. To release a player to other than a parent, a note signed by a parent and approved by the administration, must be presented to the coach before the team departs from the school. Students cannot stay overnight and meet the team the next day for a contest.
- If unable to be there, cancel practice. Students must be supervised at all times.
- Make sure that a completed physical form and parent's signatures for permission to participate have been obtained before they begin practice.
- Reports to the Head Coach and Athletic Director, any addition in team rosters throughout the season for NIAA clearance before practice is allowed.
- Assists the Head Coach with a post-season inventory.
- Submits a travel schedule for away trips at least (10) days in advance of the season beginning.
- Submits to Athletic Head Coach and Athletic Director season schedule for approval. Any schedule changes must be pre-approved by the Athletic Director or Athletic Administrator.
- Supports each coach and tries to attend the games, meets, matches, plays, and concerts when possible.
- Keeps and turns in to the Athletic Director, all receipts for purchases of meals, gas, etc.
- Performs tasks related to coaching, which may from time to time be assigned by the Head Coach or Athletic Director.
- Does not allow a student to participate in after school activities while same interferes with a student's academic work, nor while suspended from school or activities for disciplinary reasons.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions.

KNOWLEDGE is required to perform basic math; read and follow instructions; and understand written and oral instructions.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize a variety of types of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to affect the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 40% walking, and 50% standing. The job is performed under some temperature extremes.

Experience: Job related experience is required.
Education: Targeted job related education that meets organization's prerequisite requirements.

Evaluation: Performance of this job will be evaluated annually by the Athletic Team Head Coach, Athletic Director an Athletic Administrator in accordance with provisions of District Policy and protocols.

Required Testing
Pre-employment Proficiency Test

Certificates & Licenses
None Specified

Continuing Education/Training
Training and attendance at workshops as appropriate.

Clearances
Criminal Justice/Fingerprint Clearance
TB Clearance
Pre-employment Medical Assessment
Drug Screening