



Unified School District of Marshfield

Position Description

Assistant Athletic Coach

Department: Athletics

Reports to: Head Coach, Athletic Director, & Building Principal

Classification: Seasonal

Essential Duties and Responsibilities

The Assistant Coach will carry out the aims and objectives of the sport program as outlined by the head coach and school administration. They will instruct athletes in individual and team fundamentals, strategy and physical training necessary to realize a degree of individual and team success.

- Assumes the responsibility of the Head Coach in his/her absence.
- Remain current on knowledge and implement current policies or procedures including athletic policies set forth by the Board of Education.
- Remain current on knowledge of local, state, and conference regulations. Enforce those regulations.
- Supervise athletes and team assigned, which includes before and after practice. Assumes supervisory control over all athletes in program when such control is needed.
- Instructs team members concerning changes in rules. Teaches fundamentals of the sport as outlined by the head coach.
- Maintain discipline and works to increase morale and cooperation within the school sports program and school community.
- Assist the Head Coach in scheduling, providing transportation and requirements for tournament and special sport events.
- Assist in the necessary preparation to hold scheduled sport events or practices and adheres to scheduled facility times. Coordinate program with maintenance and school employees.
- Provide documentation to fulfill state and system requirements concerning physical examinations, parental consent and eligibility.
- Provide proper safeguards for maintenance and protection of assigned equipment site.
- Provide training rules and any other unique regulations of the sport to each athlete who is considered a participant.
- By his/her presence at all practices, games and while traveling, provides assistance, guidance and safeguards for each participant.
- Direct student managers, assistants and statisticians.
- Maintains a record of team statistics and requirements for lettering.
- Determine discipline, delineates procedures concerning due process when the enforcement of discipline is necessary and contacts parents when a student is dropped or becomes ineligible.
- Recommends to the head coach budgetary items for next year in his area of the program.
- Accountable for all equipment and collect the cost of any equipment lost or not returned. Arrange for issuing, storing and reconditioning of equipment and submit annual inventory and current records.
- Responsible for cleanliness and maintenance of specific sport equipment. Properly mark and identify all equipment before issuing or storing.
- Monitor equipment rooms and coaches' offices and authorizes who may enter.
- Permit athletes to be in authorized areas at the appropriate times.
- Examine locker rooms before and after practices and games. Check on general cleanliness of the facility.
- Secure all doors, lights, windows and locks before leaving building when custodians are not on duty.

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- Instill in each player a respect for equipment and school property, its care and proper use.
- Attend all required public, staff, and departmental meetings.
- Carry out scouting assignments as outlined by the head coach.
- Perform first-aid, CPR and AED as needed.
- Issues press releases and school announcements.
- Works within the basic framework and philosophy of the head coach of that sport.
- Helps in the planning and implementation of both in-season and out-of-season conditioning and weight programs.
- Attends contests of other teams in the program when possible.
- Be aware of and understand Cultural Competence and Non-Discrimination practices.
- All other duties as assigned by the Supervisor and/or Superintendent.

Qualification Requirements

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.

Education, license and/or experience:

- First Aid, CPR, and AED certification required.
- Previous successful coaching experience in sport of interest preferred.
- Current knowledge and background in the assigned sport.
- In the event that the position requires transportation of students or multi-building assignment, a valid WI Driver's License is required.

Other skills and abilities:

- Ability to work with students.
- Ability to apply knowledge of the impact of trauma on student outcomes.
- Patience in dealing with parents and children.
- Demonstrate ability to work effectively in a team and independently.
- Dispositions of flexibility, adaptability, continuous improvement, and growth mindset.
- Demonstrate the ability to organize and supervise a total sports program.
- Excellent interpersonal skills.
- Have substantial knowledge of the technical aspects of the sport and at the same time must continue to examine new theories and procedures pertinent to the field.
- Ability to meet deadlines and multi-task.

Professional expectations:

- Attendance is required.
- Maintain the highest degree of confidentiality.
- Maintain first-aid, CPR and AED certification.
- Attends clinics and uses resources made available to improve skill sets.
- Demonstrate good sportsmanship.
- Exercise common sense and good judgment.

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- Understands the proper administrative line of command and refers all requests or grievances through proper channels.
- High degree of self-motivation and willingness to adapt to changes.
- Maintain a current cell phone plan for emergency purposes during practices and games.
- Appropriate dress and attire.
- Treat colleagues with respect.
- Attend required meetings.
- Develop and maintain positive working relationships with staff and the community.
- Perform duties in compliance with district requirements, Board of Education policies and procedures, and Wisconsin State Statutes.
- Represent and communicate about the District in a positive manner at all times.
- Understand, support, and perform duties to meet the requirements set forth by the District Strategic Priorities.
- Understand and execute District Safety Protocols as appropriate to typical school routines and in crises response situations.
- Serve as a positive role model for students and employees, demonstrating by example how to conduct themselves as productive and positive citizens of a community.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout his/her employment in the District.

Language skills:

- Above average ability to effectively communicate through all means of communication with individuals from all socio-economic and cultural backgrounds.
- Above average ability to effectively present information in one-on-one and small group situations to staff members.
- Ability to read, write, and comprehend reports, technical instructions and electronic correspondence.
- Ability to read, analyze, and interpret procedure manuals and technical procedures.

Reasoning ability:

- Above average ability to understand and react appropriately in multiple, sometimes difficult, situations.
- Ability to use available resources to efficiently solve problems.
- Ability to interpret varied instructions furnished in written, oral, diagram, or web based applications and communications.
- Strong analytical and problem solving skills, including the ability to identify challenges and actively work to find the best possible solution.

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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.

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Duties are normally performed in a school environment or outdoors. Duties may be occasionally performed on field trips away from school.
- The noise level in the work environment is usually moderate to loud.
- The employee may be responsible for the safety, well-being, and/or work output of students.
- The employee must be able to work indoors or outdoors in a variety of weather conditions.

The District maintains the authority to reduce, increase, split, or re-assign positions as it deems fit and in the best interest of the district to do so.

Approved: _____

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