

## **CENTRAL UNIFIED SCHOOL DISTRICT**

## **POSITION DESCRIPTION**

**Position:** High School Assistant Coach

**Classification:** Certificated

**Reports to:** Director of Sport and  
Site Athletic Director

**Range:** Seasonal

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### **EDUCATION AND EXPERIENCE**

High School Graduate, College Graduate (preferred)

### **SUMMARY**

Your role is to provide unwavering support to the Director of Sport / Head Coach. Incorporate the programs fundamental philosophy as outlined by the Director of Sport. Must develop interpersonal relationships with student athletes. Help mentor, counsel and support the athlete in athletic, educational and personal matters when appropriate. Integrate CUSD's athletic philosophy in developing physical skills, a sense of worth and competence, and the principles of fair play.

### **SPECIFIC RESPONSIBILITIES**

- Be familiar with, and comply with all school, district, league, and C.I.F. rules
- Be aware of need for maintaining practice equipment
- Poses the ability to analyze and correct errors
- Develop self confidence and instill Pursuing Victory with Honor principles
- Communication with parents and players
- Secure all facilities and equipment following all practices and contests
- Must be cleared by HR before having contact with athletes (Paper Work, Finger Prints, TB, CPR & First Aid, CIF Cert, Contract, Job Description)
- Support fundraising needs for program / participate in Central Athletic fundraiser
- Provide consistent discipline procedures
- Embrace feeder programs by attending games and camps
- Must attend ALL practices, games, tournaments and meets
- Responsible for athletes conduct when representing CUSD; practices, games, tournaments, transportation, and hotels
- Attend all meetings organized by Director of Sport which may include weekends and evenings
- Must be neatly groomed and professionally dressed
- Attend Varsity contests
- Understand that foul language, demeaning or insensitive remarks are grounds for dismal

### **SPECIFIC QUALIFICATIONS**

- Effectively utilize written and orally communication.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Planning and organizational skills

- Prepare comprehensive narrative and statistical reports.
- Work cooperatively with athletic secretary.
- Public speaking qualities.
- Develop Interpersonal relationships with coaching staff. Emphasizing retention of coaches.

### **PHYSICAL ABILITIES**

- Mobility sufficient to move about, stand, and or sit for extended periods, and access all locations in the work environment.
- Manual skill to appropriately control and manipulate objects, tools, materials, and equipment used on the job.
- Flexibility and strength to reach with hands and arms, bend and stoop.
- Physical strength and agility to push, pull, twist, turn, squat, lift, and carry bulky objects of up to 30 pounds with or without assistance.
- Ability to drive all district vehicles.
- High tolerance for continuing stressful situations.