



Flag Football Assistant Coach

The Assistant Coach provides leadership and guidance to student-athletes within the program. The Assistant Coach will instruct student-athletes in the fundamental skills, strategies, and physical training necessary to achieve individual and team success. At the same time, student-athletes will receive instruction that fosters the development of moral values, pride in accomplishments, acceptable social behavior, self-discipline, and self-confidence. The Assistant Coach reports to and works closely with the Head Coach and Athletic Director to establish the goals and direction of the program. The Assistant Coach is responsible for the health, safety, and well-being of each student-athlete participating in the Notre Dame High School program. The public exposure of NDB's athletic programs is a significant responsibility, and the community and parent pressure for winning can be taxing; however, this must not overshadow the principles of good sportsmanship, mental health, our purpose in educational activities, along with the Hallmarks presented to our community by the Sisters of Notre Dame.

Preferred:

- Coaching experience at the high school varsity level or coaching/playing at the Collegiate level
- Bachelor's Degree; NFHS Fundamentals of Coaching, Concussion Training, Sudden Cardiac Arrest Training, First Aid/CPR.

Head Coaches must show competency in the following:

- Proven experience in teaching and modeling character and responsible behavior
- Positive, high energy, and committed
- Partners well with parents, staff, community leaders, etc.
- View success not just as winning but as helping team members to reach goals
- Must 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. Continually strives to improve knowledge base and skills by attending clinics.

Major Areas of Responsibility:

- Coordinates the training, instruction, conditioning, and selection of athletes at all levels within the program.
- Establishes the fundamental philosophy, skills, and techniques to be taught by staff. Designs clinics and staff meetings to ensure staff awareness of the overall program.
- Assigns specific duties, oversees implementation, and at the end of the season, assesses staff effectiveness and evaluates all assistants.

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- Verifies that all athletes have all forms and obligations cleared through the Athletic Trainer's office before athletes are allowed to try out/practice.
- Coordinates the activities and responsibilities of assistant coaches.
- Develops and organizes effective practices for athletes that teach skills and strategies needed to compete in WBAL and prepares student-athletes for the varsity level.
- Works with the Varsity head coach to develop a schedule for practices and games during the season. This includes working and communicating throughout the season to ensure all athletes and families know practice times and schedules.
- Demonstrates and generates an attitude of good sportsmanship and fair play among your staff and players by adhering to the CIF/CCS and WBAL Sportsmanship Guidelines.
- Adheres to the start and end dates of the season and rules on out-of-season coaching as determined by the CIF/CCS.
- Reviews NDB's Athletic Handbook with all team members (before the season begins) and informs parents/athletes of team rules, expectations, and other requirements.
- Provides for team members' health, safety, and well-being at practices, games, and transportation to and from games. This also includes ensuring that school vehicles and practice areas are in order and that all athletes have rides home.
- Affects a proper relationship with athletes, parents, school staff, and the media, publicizing your team regularly (immediately after each contest).
- Works with the Athletic Director to determine your sport's equipment/uniform needs.
- Establishes a system to ensure all equipment is accounted for after each practice/contest.
- Works with the Assistant Athletic Director on transportation and other department needs.
- Arranges for post-season awards night, working with all coaching staff and parent volunteers.
- Works with youth groups/leagues to promote and encourage a positive feeder program.
- Understands the proper administrative line of command and authority and refers all student and parental requests or grievances through the proper channels. Utilizes the conflict resolution protocol approved by the athletic department.
- Performs other duties as assigned by the Varsity Head Coach and Athletic Director

Notre Dame High School, Belmont, is an independent Catholic college preparatory school dedicated to the educational mission of St. Julie Billiart and the Sisters of Notre Dame de Namur. Established by the Sisters of Notre Dame de Namur in 1851, it moved to the historic William Ralston Estate in 1923. The school is located on 10.6 acres in Belmont, California, a professional suburban community midway between San Francisco and San Jose.

We are a caring and compassionate community committed to promoting justice and peace while developing responsible young women of active faith, strong intellect, and Christian leadership. We nurture each student's gifts and talents and foster Gospel values in an environment of academic excellence and mutual respect.

Interested candidates should submit a resume and cover letter(s) through the EdJoin.org website:

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