



Assistant Track and Field Coach at Notre Dame, Belmont

(Field, Distance, and Sprints)

The Assistant Coach position is responsible for providing leadership and guidance to student-athletes and coaches within the program. The Assistant Coach will instruct student-athletes in fundamental skills, strategy, and physical training necessary for them to realize a degree of individual and team success. At the same time, student-athletes shall receive instruction that will foster the development of moral values, pride in accomplishment, acceptable social behavior, self-discipline, and self-confidence. The Assistant Coach reports to the Head Coach and collaborates closely with the Athletic Director to establish program goals and direction. The Assistant Coach is responsible for the health, safety, and welfare of every student-athlete participating in the Notre Dame High School program. The public exposure of NDB's athletic programs is a considerable responsibility, and community/parent pressure for winning is taxing, but must not override the objectives of good sportsmanship, good mental health, our purpose in educational-based activities, along with the Hallmarks given to our community by the Sisters of Notre Dame.

Preferred:

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

Assistant Coaches must show competency in the following:

- Proven experience in teaching and modeling character and responsible behavior
- Positive, high energy, and committed
- Works well with parents, staff, community leaders, and others.
- 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:

- Assists the head coach with coordinating 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. Attends staff meetings to ensure staff awareness of the overall program.
- Verifies that all athletes have all forms and obligations cleared through the Athletic Trainer's office before athletes are allowed to tryout/practice.
- Works with the head coach to recommend policy, method, or procedural changes.

1540 Ralston Avenue, Belmont, CA 94002

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- Develops and organizes effective practices for athletes that teach skills and strategies needed to compete in WBAL and CCS/CIF post-season play.
- Demonstrates and generates with staff and players an attitude of good sportsmanship and fair play by adhering to the CIF/CCS and WBAL Sportsmanship Guidelines.
- Adheres to the start and end dates of the season and rules about 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.
- Ensures the health, safety, and well-being of team members during 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).
- Establishes a system to make sure all equipment is accounted for after each practice/contest.
- Works with the Assistant Athletic Director and head coach on transportation and other department needs.
- Assists the head coach and attends the post-season awards night, coordinating 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 appropriate channels. Utilizes the conflict resolution protocol approved by the athletic department.
- Performs other duties as assigned by the 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. Notre Dame High School was established by the Sisters of Notre Dame de Namur in 1851 and moved to the historic William Ralston Estate in 1923. The school is located on 10.6 acres in Belmont, California, a professional suburban community located 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 develop the gifts and talents of each student and foster Gospel values in an environment of academic excellence and mutual respect.

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

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