

BEAVERCREEK CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	ASSISTANT COACH	File 404
Reports to:	Head Coach	
Job Objectives:	Works with student athletes to improve personal and teamwork skills. Provides guidance and encouragement to help students profit from their participation. Keeps the head coach informed about current activities and emerging issues.	
Minimum Qualifications:	<ul style="list-style-type: none">· Valid Ohio teacher's license or certificate appropriate for the assignment.· Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).· Documented evidence of a clear criminal record.· Relevant coaching experience.· Completion of all pupil activity supervisor validation requirements.· Knowledgeable about interscholastic athletic program regulations.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">· Provides technical expertise and physical skill in coaching the assigned athletic activity. Upholds board policies and follows administrative procedures.· Promotes a favorable image of the school district.· Works with the head coach to evaluate program needs. Requisitions supplies and equipment as directed. Promotes the proper use of school property.· Review procedures and schedules before the start of the season.· Attends all mandatory programs (e.g., rules interpretation, first aid training, etc.).· Encourages student involvement in program activities. Helps parents and students understand program objectives. Explains student responsibilities (e.g., scholastic eligibility, parental permission, physical exams, training/performance schedules, requirements for letters, etc.).· Assists with team tryouts. Maintains the integrity of the selection process.· Carries out the practice schedule as directed. Gives the head coach and director of athletic services a copy of all student communications.· Maintains accurate records and submits reports on time.· Strives to develop rapport with others. Respects personal privacy. Maintains the confidentiality of privileged information.· Avoids public criticism of training/coaching methods used by other individuals.· Helps develop off-season activities (e.g., summer training, clinics, etc.).· Ensures that medical authorization forms are on file and readily available. Informs students about the need for full medical disclosure (e.g., medical history, current medications, past injuries, etc.) and procedures for assistance with an injury.· Teaches precautions and procedures to help students prevent injuries. Promptly documents all injuries that require a medical referral.· Evaluates individual and team performance. Prepares statistics. Develops and refines game strategies as directed.· Helps recruit, train, and supervise student managers, trainers, and scouts.· Helps the director of athletic services secure personnel for home games.· Communicates high expectations and shows an active interest in student progress.· Promotes academic success as an important priority for all students.· Maintains high standards for student conduct. Enforces the student conduct code.· Reports student discipline problems, vandalism, or other related concerns.	

- Helps verify that participants have fulfilled all requirements for letters, awards, and/or certificates. Participates in student recognition programs.
- Helps with supervision responsibilities related to the preparation of athletic fields and practice areas.
- Helps keep track of athletic equipment. Makes minor equipment repairs.
- Ensures that students keep locker rooms and practice areas orderly.
- Helps arrange transportation and lodging for sanctioned activities.
- Obtains permission to be away when duties conflict with classroom duties.
- Takes precautions to ensure student safety. Does not leave students unsupervised.
- Reports evidence of suspected child abuse as required by law.
- Evaluates and recommends changes to enhance future programs.
- Maintains visibility and participates in school and community activities.
- Works closely with the athletic boosters association.
- Helps supervise approved fund raising projects. Works with the head coach to ensure that all financial activities are processed through the proper student activity account.
- Supports parent organizations and supports student activities as time permits.
- Builds community partnerships that enhance district programs and services.
- Participates in staff meetings and professional growth activities as directed.
- Accepts responsibility for personal decisions and conduct. Serves as a positive role model for others. Exemplifies responsible leadership.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following aptitudes and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and maintains a positive work attitude.
- Delivers a positive learning environment and engenders student enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Communicates effectively using verbal, nonverbal, and writing skills.
- Reacts productively to interruptions and changing conditions.
- Averts problem situations and intervenes to resolve conflicts.
- Lifts, carries, and/or moves athletic supplies and equipment.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the head coach: schedules meaningful work assignments, provides instructions, and communicates expectations to assigned staff.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may require operating and/or riding in a vehicle.
- Duties may require detailed paperwork.
- Duties may require working under time constraints to meet deadlines.
- Duties may require working during the evening and/or weekend.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Beaver Creek City School District Board of Education.

The Beavercreek City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.