



Job Title: Assistant Coach

Job Family: Certified

Pay Program: Certified

Job Code:

Typical Work Year: Appropriate Sport Season (determined by the Athletic Director)

Reports to: Activities Director

SUMMARY: An Assistant Coach works under a head coach to make sure players, equipment and facilities are well-prepared and organized. Some assistant coaches have direct coaching responsibilities, while others only respond to a main or head coach's directives. Performs responsible program building including, planning and coaching, also will assist in managing and directing the program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supports the head coach, discusses the game plan with the head coach, supports the coach in front of students and parents, follows team guidelines, keeps the coach updated on player injuries, scouts teams and players and helps with transportation when necessary.
- Maintain an image of a positive role model.
- Accept delegated responsibilities, duties, and authority from the head coach within reason.
- Assist the head coach in managing and directing the program.
- Assist the head coach with all aspects of the team including training, competing and scheduling.
- Organizes and maintains accurate inventory of equipment and uniforms.
- Helps facilitate practices, according to the head coach's instruction. Aid the players to develop their technical skills. Instill in the players the spirit of the game.
- In association with the head coach plan strategies and for the game.
- Stress to all teams members the standards and behaviors expected of them in the best interest of the team and the athletic department and school.
- Establish conduct standards for athletic traveling which meets those desired by the Athletic Department.
- Possess patience and have outstanding quality to perform under pressure, be an inspiration to the sportsperson to play in the spirit of the game.
- Maintain a calm stance on losing the game without putting the blame or discouraging the players.
- Report an injury as soon as possible to the Athletic Director or Principal. Treat any injury with complete care. Follow procedure in contacting doctor, parents and file the proper injury report.
- Communicate in a timely manner appropriate & necessary information to students, parents, and administration.

Job Tasks Descriptions	Frequency	% of time
1. Supports and assists the head coach	Daily	40%
2. Helps Implement Practices	Daily	40%
3. Maintains Equipment and Supplies	Daily as needed	10%
4. Assist with Administrative Tasks	Daily as needed	10%

EDUCATION AND RELATED WORK EXPERIENCE:

- State of Iowa license with coaching endorsement
- BA Preferred
- Experience playing and/or coaching the appropriate sport (preferred)
- Such other qualifications of academic, professional and personal excellence as the Board of Education, Superintendent of schools, and the Principal may specify

LICENSES, REGISTRATIONS OR CERTIFICATIONS:

- Criminal background check required for hire
- CPR and First Aid certifications required
- Successfully pass State of Iowa Concussion Training each school year

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Possess effective oral and written communication skills.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to work with students and adults in a positive manner.
- Ability to comprehend and follow written and verbal instructions.
- Possess common sense, problem-solving skills and reasoning ability to appropriately deal with day to day instruction and supervisory situations.
- Ability to build and maintain relationships with colleagues that supports a cooperative work environment.
- Ability to respond to emergency situations in a timely manner.
- Ability to handle and maintain the confidentiality of employee, student and other sensitive District information.
- Ability to set goals and establish methods for achieving these goals.
- Ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to use a personal computer and other office equipment.
- Promotes safety within the program. Uses best practices with respect to safety of students, and teaches proper techniques of the sport with safety in mind.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	Position Title	Job Code
Reports to:	Activities Director, District-wide	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: The physical demands, work environment factors and mental functions described below 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.

Physical Activities:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Bend				X
Write		X		
Type		X		
Speak				X
Listen				X
Twist				X
Reach with hands & arms				X
Climb or balance				X

Weight & Force Demands:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		

Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

Work Environment:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or Humid Conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)			X	
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

Vision Demands:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Close			X	
Peripheral			X	
Distant			X	

Noise Level:	Exposure Level:
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.

Updated 12/21/15