

SCHOOL CITY OF WHITING

JOB DESCRIPTION

Title: **ASSISTANT COACH**

Reports to: Athletic Director, Building Principal

Job objective: Uses technical expertise to coach the assigned athletic activity.

Minimum

- Meets all current board-approved qualifications for the position.

Qualifications:

- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Relevant coaching experience. Knowledgeable about interscholastic athletic program regulations.

Essential

Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Works with student athletes to improve personal and teamwork skills. Provides guidance and encouragement to help students profit from their participation.
- Upholds board policies and follows administrative procedures. Promotes a professional image of the school corporation. Encourages community partnerships that enhance school programs.
- Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns.
- Promotes the proper use, care, and security of school property.
- Attends all mandatory programs and completes the NFHS required courses.
- Coordinates the development of off-season activities (e.g. summer training, clinics, open facilities, etc)
- Helps parents and students understand program objectives.
- Explains student responsibilities
- Encourages student involvement in program activities. Verifies medical/scholastic eligibility
- Promotes academic success as an important priority for all students.
- Helps supervise practice sessions.
- Ensures that all athletes receive appropriate instruction, support, and opportunities to participate.
- Helps assign and track equipment issued to staff and students.
- Teaches precautions and procedures to help students prevent injuries. Ensures that equipment is appropriate for participants' physical development and skill level.
- Helps to ensure that all required medical authorizations forms are on files and readily available. Documents all injuries that require treatment.
- Evaluates individual/team performance. Prepares statistics. develops/refines game strategies.
- Uphold the student conduct code. Implements effective pupil management procedures. Models behavior that demonstrates respect for rules, officials, and opponents. Ensures that participant communications do not demean or ridicule mistakes and/or performance.
- Provides guidance, communicates expectations, and shows an active interest in student progress.
- Participates in athletic recognition programs.

- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors
- Aides in the collection, verification, and recording of program information as directed.
- Participates in staff meetings, conferences, and other required school activities
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities, athletic director and building principal as required by law.
- Performs other specific job-related duties as directed

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties:

- Demonstrates professionalism and contributes to a positive work environment
- Acknowledges personal responsibility for decisions and conduct
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group and organizational interactions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Averts problem situations and intervenes to resolve conflicts
- Exhibits consistency, resourcefulness and resilience
- Uses diplomacy and exercises self-control when dealing with other individuals
- Maintains an acceptable attendance record and is punctual.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the School City of Whiting.

The School City of Whiting is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.