

Assistant Coach Job Description

Purpose Statement

The job of Assistant Coach is done for the purpose(s) of designing and implementing program activities in accordance with applicable rules and regulations related to the sport; providing supervision of student athletes during all aspects of their participation in program; using sound instructional techniques in overseeing program; serving as a positive role model to student athletes, to the community, and to various organizations. Individuals in this job classification are assigned to a position for a specific sport at the High School or Middle School level.

This job reports to the Head Coach and Athletic Director.

Essential Functions

- Analyzes opposition's strategies for game/event prior to and/or during athletic events as appropriate for the purpose of assessing the opposition's strengths and weaknesses for developing game plan/approach.
- Develops components of game strategies/plans as requested by Head Coach for the purpose of preparing the team and
- Evaluates student athletes for the purpose of providing feedback to students on their individual performance and/or determining team placement.
- Informs Head Coach of inquiries of students, parents, other school personnel, media representatives, college representatives, etc. for the purpose of providing information, assistance and/or direction.
- Instructs student athletes for the purpose of promoting individual growth in athletic skills, teamwork, and sportsmanship.
- Maintains a variety of records (e.g. game/student athlete statistics, insurance, signed permission forms, emergency information, schedules, equipment inventories, etc.) for the purpose of complying with district, athletic conference, and state requirements.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Promotes athletic programs and the Sports Done Right policy adopted by the Board of Trustees (e.g. participates in off-season clinics, provides information on skill-camps, attends community meetings, etc.) for the purpose of increasing interest and participation.
- Supervises student athletes during all areas of participation (e.g. competition, travel, meetings, practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal risk of injury to the participants.
- Supports other staff of the athletic program (e.g. Head Coach, other coaches, volunteers, etc.) for the purpose of assisting them in the performance of their respective roles and functions.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; administering first aid; applying pertinent laws, codes, policies, and/or regulations; and organizing and communicating information and concepts.

KNOWLEDGE is required to perform basic math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include; equipment used in activity/program; injury prevention and appropriate treatment protocols; pertinent laws, codes, policies, and/or regulations; attendance and discipline guidelines; public relations protocols; relevant professional standards and practices; and safety practices and procedures.

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ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with persons of varied educational and cultural backgrounds; dealing with frequent interruptions; exhibiting strong leadership; maintaining confidentiality; meeting deadlines and schedules; modeling sportsmanship and enforcing sportsmanlike behavior among students; motivating participating student athletes; providing a firm, fair, and consistent discipline approach; setting priorities; traveling to off campus athletic events; and working extended hours that may include evenings and/or weekends.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 40% walking, and 50% standing. This job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Certificates and Licenses: Coaching Certificate/Permit

Continuing Education/Training: Required annual Training

Clearances: Criminal Justice Fingerprint/Background Clearance

FLSA STATUS: Exempt