



**JOB DESCRIPTION**  
SCHOOL DISTRICT U-46  
HUMAN RESOURCES

<b>Position / Title:</b> High School Assistant Coach	
<b>Bargaining Unit:</b> ETA	<b>Department/Location:</b> High School Athletic Department
<b>Calendar Days:</b> Per IHSA Calendar	<b>Reports To:</b> Head Coach
<b>JD Revision Date:</b> 06/06/2024	<b>Supervises:</b> Players on their roster

**Function / Position Summary**

Position is responsible for assisting the head coach with organization of the program. Position assists with conducting practices, motivating students, and instructing student athletes in game strategies and techniques.

**Job Duties / Responsibilities**

- Organizes and oversees specific program levels or areas of responsibility.
- Work within the head coach's organizational structure
- Work with the head coach and athletic secretary to verify that all participants have fully registered and are eligible.
- Work with the head coach in developing game schedules, practice schedules, facilities use, transportation needs, and the program budget.
- Communicates and plans with the head coach practice sessions and competition strategies which ensure the health and physical well-being of the student participants.
- Be present at pre-season parent meetings for all levels of sport to review scholastic eligibility requirements, athletic code of conduct, team rules, injury prevention, and inherent risks of the sport.
- Work effectively with the head coach to manage and coordinate practice and competition schedules throughout the off-season, summer, and in-season periods.
- Assume responsibility for their level's inventory, selection and care of equipment.
- Maintain a safe facility and equipment associated with activity.
- Expected to maintain effective communication with athletes, school administration, staff, students, parents and the community.
- Maintain good public relations with media, boosters, parents, officials, players, fans, local youth programs, etc.
- Establish and maintain cooperative working relationships with students, parents, staff, and school administration.
- Work effectively with student athletes of varying abilities, socio-economic, and cultural backgrounds to instill commitment, discipline, and teamwork.
- Able to think on your feet and handle stressful situations.
- Models and instills the values of sportsmanship and fair play to all participants
- Stay abreast of students' athletic and academic eligibility and work with teachers and administration to help keep academics the priority.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Demonstrate prompt and regular attendance.
- Plan, organize, and implement safe and effective daily practices and other planned events.
- Responsible for the supervision of all students under their care before, during, and after practices and contests.
- Apply and enforce student discipline in accordance with the U-46 Athletic Code of Conduct and U-46 Student Code of Conduct.
- Collaborate with the head coach for all fundraising activities and maintain accurate records of monies collected and deposited in compliance with District policy and procedures.
- Maintains and provides the head coach with end-of-season individual and team records and statistics.



## **JOB DESCRIPTION**

### **SCHOOL DISTRICT U-46**

### **HUMAN RESOURCES**

---

- Contribute to the long-term success and viability of the program by establishing positive relationships with local athletics organizations and K-8 sports programs.
- Attendance at Freshman Orientation and incoming 8th Grade Night, as applicable.
- Engages in personal professional development activities.
- Other duties/events as assigned by the Head Coach and/or Athletic Director.

#### **Education**

- Proper certification with American Sport Education Program and/or Valid Illinois Teaching certificate.
- Pass IHSA required tests and view videos.
- Required - Current First Aid/CPR/ AED certification.

#### **Experience / Knowledge**

- Demonstrate knowledge of and ability to implement effective coaching theory, strategies, and techniques appropriate for high school athletes.
- Requires a proven verifiable record of placing appropriate emphasis on good sportsmanship, academic excellence, positive attitudes, and character.
- Knowledgeable in the techniques and strategies for the sport/activity.
- Ability to handle and react professionally to stressful situations.
- Background/experience in coaching.

#### **Physical Demands**

- This work involves standing for long periods of time and may involve walking or standing for extended periods of time.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, manual dexterity to operate sports related equipment, and handles and works with various materials/objects.
- Able to work in a wide variety of temperatures and weather conditions, both indoors and outdoors; including extreme high temperature conditions outdoors.
- Able to lift equipment up to 50 pounds

#### **Terms of Employment**

- Reviewed annually by Athletic Director & Head Program Coach
- Terms of employment are determined by IHSA approved athletic calendar and school district policy.
- Sport Season - Per [IHSA Calendar](#)
- Student opportunities will either remain the same, not be offered, or require modification to adjust to environmental restrictions. Positions and stipends will also be adjusted to reflect these changes.
- For ETA coaches: If satisfactory status is maintained, the position can be renewed without reapplying.
- For Non-ETA Coaches: this position is a one-year position. Must reapply each year.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_