

Assistant Coach

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 Head Coach, Athletic Director

Other 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.
- Attends a variety of meetings, workshops, conferences, etc. for the purpose of receiving and conveying information related to their role.
- Develops components of game strategies/plans as requested by Head Coach for the purpose of preparing the team and individual student athletes for the competition.
- Evaluates facility and playing field for potential hazards, inadequate equipment, etc. for the purpose of implementing modifications or recommendations that would reduce the risk of injury.
- 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.
- Monitors student athletes' academic eligibility for the purpose of both complying with AIA requirements as well as providing appropriate intervention (e.g. counseling, tutoring, etc.) to students identified as needing assistance to maintain their athletic eligibility.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Promotes athletic program and the Sports Done Right policy adopted by the Board of Trustees (e.g. participates 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; participant eligibility, attendance and discipline guidelines; public relations protocols; relevant professional standards and practices; and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide 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 direct supervision using standardized procedures; 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's functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's 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 0% sitting, 0% walking, and 0% standing. The 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.

Equivalency:

Required Testing

Certificates and Licenses

Coaching Certificate/Permit

Continuing Educ. / Training

Clearances

FLSA Status

Exempt

Approval Date

2/18/2014

Salary Grade