

## **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 Junior High level.

This job reports to the Head Coach

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### **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.
- Assesses student athletes for the purpose of providing feedback to students on their individual performance and/or determining team placement.
- 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.
- 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 (e.g. counseling, tutoring, etc.) for the purpose of both complying with school and district requirements as well as providing appropriate intervention (e.g. counseling, tutoring, etc.) to students identified as needing assistance to maintain their athletic eligibility.
- Promotes athletic program for the purpose of increasing interest and participation.
- Responds to inquiries of students, parents, other school personnel, media representatives, college representatives, etc. for the purpose of providing information, assistance and/or direction.
- 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.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

- 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, technical 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, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; 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 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. Have the ability for regular and reliable attendance.

### **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 impact the organization's services. .

### **Working 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 10% sitting, 40% walking, and 50% 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 required.

**Education** High school diploma or equivalent.

**Equivalency**

Required Testing

Certificates

CPR/First Aid Certificate

Continuing Educ./Training

CPR Certificate Renewal

First Aid Certificate Renewal

Required to work some evenings and weekends.

Clearances

Criminal Justice Fingerprint/Background

Clearance

FLSA Status

Approval Date

Salary Range

Exempt