

**LAS CRUCES PUBLIC SCHOOLS
JOB DESCRIPTION**

TITLE: ASSISTANT COACH, HIGH SCHOOL

MINIMUM QUALIFICATIONS:

1. Valid New Mexico teaching certificate
2. Employment as a teacher (preferred)
3. Licensed as an Athletic Coach by the State of New Mexico Department of Education

REPORTS TO: Principal, School Athletic Coordinator, and Head Coach.

JOB GOAL: To properly educate students through participation in interscholastic athletics. To assist each participating student to achieve a high level of skill and an appreciation of the values of discipline, sportsmanship, fair-play and self-esteem.

PERFORMANCE RESPONSIBILITIES:

1. If a classroom teacher, gives priority to the professional performance, duties, and responsibilities of classroom instruction.
2. Is familiar with and follows the policies and guidelines of the Las Cruces Public Schools and the New Mexico Activities Association.
3. Knows district and state eligibility and transfer rules and follows them to the letter.
4. Enforces the “Code of Ethics” for all athletes.
5. Adheres to the “Recruiting Guidelines” as established by the Athletic Department.
6. Cooperates with and is responsive to the needs of other coaches and their athletic programs.
7. Encourages athletes to participate in other sports.
8. Conducts self in a manner, both on and off the field, that will bring credit to yourself, your team, and your school.
9. Teaches sportsmanship and sets an example of good moral and physical behavior.
10. Assumes responsibility for the conduct and well-being for all players.
11. Instructs participants in safety-related issues and the need for reporting injuries to the trainer.
12. Is loyal to the head coach and the athletic program.
13. Cooperates with the decisions of the head coach.

14. Actively participates in the off-season program and attends meetings as called by the head coach.
15. Teaches fundamentals, techniques, etc. as directed by the head coach.
16. Is innovative in using new coaching techniques and ideas.
17. Secures facilities after use; i.e. locker room, equipment room, showers, lights, building, etc.
18. Supervises the locker room before and after each practice until all players have left.
19. Assures that school purchased uniforms and equipment are used only for athletic contests. Uniforms and equipment are to be worn and used only for school practice and games.
20. Does not allow anything outside of school to interfere with teaching and coaching.
21. Promotes and supports athletic programs that involve mid-school or elementary school students.
22. Reports inappropriate behavior of any athletic personnel or participant to the Athletic Director and Athletic Coordinator.
23. Attends professional meetings and clinics.
24. Cooperates with the decision of the head trainer on injury situations.
25. Agrees to fulfill performance responsibilities in location(s) assigned.
26. Complies with local, state and federal rules and regulations.
27. Performs such other tasks as may be assigned within the parameters of the job analysis.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS: A variety of machines and equipment associated with and relevant/ required to fulfill the performance responsibilities in respective sport(s) assignment(s).

WORKER TRAITS: Aptitudes; verbal ability required to understand oral and written instructions. Motor coordination required to coordinate eyes, hands, and fingers when operating machines and equipment essential to the job. Manual and finger dexterity required to operate machines and equipment precisely and rapidly.

TERMS OF EMPLOYMENT: Salary and work year to be according to the current schedule.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board of Education's policy on evaluation of professional personnel.

I accept the position offered and agree to the above job description:

SIGNATURE: _____ **DATE:** _____

PRINT NAME: _____

APPROVED BY: _____ **DATE:** _____

REV: 02/2012