

ANTHONY WAYNE LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **ASSISTANT COACH**

File 404

Reports to: Head Coach

Job Objective: Uses technical expertise to coach the assigned athletic activity.

- Minimum Qualifications:**
- Coaching and program specific skills substantiated by training and/or work experience.
 - Meets all mandated health screening requirements (e.g., negative tuberculosis test, etc.).
 - A record free of criminal violations that would prohibit public school employment.
 - Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
 - Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
 - Ability to establish working relationships with co-workers and function as part of a cohesive team.
 - Commitment to keep current with workplace innovations that enhance personal productivity.
 - Well-informed about interscholastic athletic program regulations.
 - Valid Pupil Activity Supervisor Permit.
 - Available to work irregular hours and/or a non-traditional schedule.

NOTE: Supplemental contracts are offered to licensed staff with appropriate training, knowledge, and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of qualifications may be required (i.e., official academic transcripts/diplomas, previous employers, professional references, etc.).

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Works with student athletes to improve personal and teamwork skills. Provides support, guidance, and accountability to help students benefit from program participation.
- Refers district policy interpretation questions to administrators.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Supports community participation in school-sponsored activities that enhance student learning.
- Reviews procedures and schedules before the start of the season. Consults with the head coach to evaluate program needs. Promotes the proper use, care, and security of school property.
- Attends mandatory programs (e.g., rules interpretation, safety clinics, etc.).
- Monitors innovations, evaluates activities, and recommends program improvements.
- Helps coordinate the development of off-season activities (e.g., summer training, clinics, etc.).
- Helps parents/students understand program objectives and performance standards. Explains student responsibilities (e.g., scholastic eligibility permission forms, medical exams, activity schedules, letters, awards, participation certificates, insurance coverage, waiver forms, etc.).
- Encourages student involvement in program activities. Helps verify medical/scholastic eligibility. Promotes academic success as an important priority for all students.
- Helps organize team tryouts. Helps maintain the integrity of the selection process.
- Implements the assigned practice schedule. Gives the head coach a copy of all student communications.
- Helps ensure that all athletes receive appropriate instruction, support, and opportunities to participate.
- Helps assign and track equipment issued to staff and students.
- Helps supervise the preparation of athletic fields and practice/training areas as directed.
- Teaches precautions/procedures to help students prevent injuries. Ensures that equipment is appropriate for participants' physical development and skill level.
- Helps ensure that required medical authorizations forms are on file and readily available. Documents all injuries that require treatment.
- Helps evaluate individual/team performance. Helps develop/refine game strategies.
- Helps recruit, train, and supervise student managers, trainers, and scouts.
- Helps the athletic director secure personnel for home games when requested.
- Upholds the athletic conduct code. Implements effective pupil management procedures. Provides appropriate student supervision. Promotes fair play. Demonstrates respect for rules, officials, and opponents. Ensures that communications do not demean or ridicule participant performance.
- Helps arrange transportation and accompanies the team to sanctioned athletic activities.

- Obtains permission to be away when duties conflict with other assigned responsibilities.
- Participates in athletic recognition programs. Helps verify that participants have fulfilled all requirements for letters, awards, and/or participation certificates.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Helps supervise approved fund raising projects. Works with the head coach to ensure that all financial activities are processed through the proper student activity account.
- Assists with collection, verification, and data entry/recording of program information as directed.
- Participates in staff meetings, conferences, and other required school activities.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

**Working
Conditions:**

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Anthony Wayne Local School District Board Of Education.

The Anthony Wayne Local School District Board Of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes, and unforeseen events.