



TITLE: Assistant Coach

SPORT: High School Boys Basketball

SEASON: Winter

LOCATION: Phoenix Day School for the Deaf

EMPLOYEE STATUS: Temporary

HOURS PER WEEK: AS Needed

WORK CALENDAR: AS NEEDED

PAY RATE: Stipend (Exempt Coaches) **Stipend TBD or Hourly Coaches \$15.00 HR**

REPORTS TO: ATHLETIC DIRECTOR

SAFETY SENSITIVE POSITION:

This position requires pre-employment drug testing and is subject to random drug testing and successful results for the duration of employment.

- Pass the Mandate Drug Testing

MINIMUM QUALIFICATIONS:

- Possess a High School Diploma or equivalent
- Be at least 21 years of age
- Possess effective communication skills in receptive and expressive American Sign Language (ASL)
- Valid AZ Teaching License, AZ Coaching Certification, or National Federation of State High School Level 1 Certification (NFHS)

REQUIRED TWO WEEKS UPON BEING HIRED:

- CPR/First Aid Certification
- Complete Defensive Driver Training Program by agency personnel
- Concussion in Sports - What You Need to Know
- Possess a valid AZ driver's License
- Pass the FBI and State Background Check

REQUIRED BEFORE THE FIRST DAY OF PRACTICE:

- Proof of the National Federation of High School Sports Association (NFHS)
 - Fundamentals of Coaching
 - Specific Sport Training
 - Sudden Cardiac Arrest
 - Heat Illness Prevention
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MAJOR DUTIES AND RESPONSIBILITIES:

- ☒ Under general direction of the Athletic Director, assists in the implementation of the policies, regulations, guidelines, and procedures pertaining to the Madison sports program
- ☒ Knowledge of policies, regulations, and procedures pertaining to interscholastic sports - Arizona Interscholastic Athletics and National Federation of High School Sports Association
- ☒ To lead and train athletic activities related to attaining proficiency in sports related functions; and other functions as directed
- ☒ Ability to attend practices and games as scheduled
- ☒ Knowledge of methods, techniques, procedures, and strategies concerning the development and maintenance of an effective interscholastic sports program
- ☒ Implement essential components of the school site interscholastic sports program, including coaching and supervision of students
- ☒ Supervise students during practice, games, tournaments, and team travel
- ☒ Assist with arranging team games, schedules, tournaments, and transportation
- ☒ Plan, organize, and coordinate sports activities and training workouts, and coaches individuals concerning specific physical performance activities and procedures
- ☒ Provide teaching and instruction in athletic skill development
- ☒ Maintain an accurate inventory of school equipment
- ☒ Model fundamental skills and techniques
- ☒ Model proper dress, language, demeanor and student/teacher relations
- ☒ Follow agency athletic policies, rules and regulations
- ☒ Instruct, explain and enforce health and safety rules and regulations
- ☒ Perform basic first aid on students if needed
- ☒ Assess the athletic team skills and abilities and the opponents capabilities and determine game strategies
- ☒ Follow the direction Athletic Director and administration teams
- ☒ Work effectively and maintain positive relations with all school and community stakeholders including parents
- ☒ Performs other job related duties as assigned
- ☒ Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- ☒ Assesses student athletes for the purpose of providing feedback to students on their individual performance and/or determining team placements
- ☒ Attends a variety of meetings, workshops, conferences, etc. for the purpose of receiving and conveying information related to their role.
- ☒ Conducts a variety of supporting activities (e.g. parent orientations, recognition events, banquets, etc.) for the purpose of providing information regarding the program and/or recognizing participants' accomplishments.
- ☒ Develops team and individual practice regimes for student athletes (e.g. strength, speed, agility, nutritional, injury prevention, etc.) for the purpose of enhancing and improving their performance.
- ☒ Develops game strategies/plans (e.g. analyzes opponent strengths and weaknesses, analyzes athlete abilities, creating plays/strategies, etc.) for the purpose of preparing the team and individual student athletes for the competition.
- ☒ Guides other coaching personnel as may be appropriate in instructional techniques, organization of practices, supervision guidelines and responsibilities, etc. for the purpose of providing guidance and mentoring.
- ☒ Identifies program needs for the purpose of providing recommendations of expenditures for activities, equipment, supplies, etc. that will enhance the assigned athletic program.

- ☒ Implements practice schedules and related events (e.g. usage of facilities and equipment, staff assignments, etc.) for the purpose of ensuring efficient program operations.
- ☒ 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, state requirements, and/or report scores and strategies to local news media.
- ☒ 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.
- ☒ Oversees assistant coaches, student managers, volunteers, etc. for the purpose of providing direction and monitoring activities.
- ☒ Promotes athletic programs through a variety of activities (e.g. conducts off-season clinics, information on skill-camps, attends community meetings, etc.) 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.
- ☒ Keeps their school athletic director informed when issues arise that impact the school's athletic program (e.g. liability concerns, parent concerns, etc.).
- ☒ Provides appropriate and prudent supervision for all athletes and students involved in the program.
- ☒ Explains and discusses the PDSD Athletic Code of Conduct with all athletes in their program.
- ☒ Maintains high standards of personal conduct. Coaches should serve as role models for their athletes.
- ☒ Ensures that all coaches involved with their program, whether paid or volunteer, are cleared through the PDSD Athletics and Human Resources Department.