

BEREA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **ASSISTANT COACH**

File 203

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.
 - A record free of criminal violations that would prohibit public school employment.
 - Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
 - Commitment to keep current with skills essential to the objectives of the position.
 - Well-informed about interscholastic athletic program regulations.
 - Valid Pupil Activity Supervisor Permit/CPR Certification.
 - 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. Credentials and work history must be verified by official academic transcripts/diplomas, previous employers, and professional references.

- 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.
 - Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.
 - Reviews procedures and schedules before the start of the season. Consults with the head coach to evaluate program needs. Promotes the proper use and care of district 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. Emphasizes 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. 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.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Participates in staff meetings, conferences, and other required school activities.
- Maintains the confidentiality of privileged information.
- Assumes personal responsibility for professional growth.
- Supports workplace initiatives that enhance personal productivity and advance district goals.
- 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.
- Uses active listening, observation, reading, verbal, nonverbal, and writing skills effectively.
- Exhibits consistency, resourcefulness, and resilience.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Manages individual and group interactions skillfully.
- 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.
- Interacting 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 Berea City School District Board of Education.

The Berea City 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, and other unforeseen events.