

**CAROLINE COUNTY PUBLIC SCHOOLS  
POSITION DESCRIPTION  
Job Description: Assistant Coach- Any sport**

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| <b>JOB TITLE:</b> Assistant Coach-Any sport       | <b>LOCATION:</b> Caroline High School |
| <b>IMMEDIATE SUPERVISOR:</b><br>Athletic Director | <b>Pay Grade:</b> Stipend             |
| <b>SPECIAL REQUIREMENTS:</b> None                 |                                       |

**Job Goal:**

To provide leadership, supervision, and coaching instruction at a public High School Athletic Program.

**Requirements:**

- Meets minimum age requirement of 18 years of age;
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.);
- Meets fingerprint requirement (fingerprints and has documented results of clear criminal record;
- Complies with drug-free workplace rules and board policies;
- Possesses High school diploma.
- Demonstrates the ability to perform essential job functions

**Qualifications:**

- Demonstrates the ability to communicate effectively, both orally and in writing;
- Demonstrates professionalism and contributes to a positive environment;
- Possesses and demonstrates a Working knowledge about athletic program regulations;
- Skillfully manages individual, group, and organizational interactions;
- Effectively uses verbal, non-verbal, writing, and listening skills;
- Appropriately Averts problem situations and intervenes to resolve conflicts;
- Exercises self-control and perseverance when dealing with students;
- Completes paperwork timely and accurately;
- Maintains an acceptable attendance record and is punctual;

**Performance Responsibilities:**

- Works with student athletes to improve personal and teamwork skills;
- Provides guidance and encouragement to help students profit from their participation;
- Maintains compliance of Caroline County Public Schools and Virginia High School League rules, regulations, and policies that pertain to athletic programs;
- Promotes a favorable image of the school district.
- Encourages community partnerships that enhance district programs and services;
- Works with the athletic director to evaluate program needs;

- Promotes the proper use and care of school property;
- Communicates effectively with the team, staff, parents, administration, community and the media;
- Handles financial items for the athletic program, including the inventory and purchase of equipment and the collection of fees;
- Participates in athletic department fund-raisers;
- Completes all necessary forms, including VHSL required master eligibility forms;
- Organizes and maintains proper records, including VHSL physical forms, insurance information and team statistics and information; and
- Is knowledgeable of, monitors, and maintains compliance of applicable health and safety practices

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. The employee must occasionally push items of 50 lbs. such as pushing children on equipment or moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and depth perception. Hearing ability to monitor activity and presence of students and respond to communication with students and adults is required. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

### **Evaluation:**

Performance of this job will be evaluated annually on behalf of the Athletic Director and will work closely to ensure goals are met in accordance to those set on a season to season basis.