



Crete-Monee School District 201-U

JOB DESCRIPTION

TITLE: Assistant Coach

Purpose Statement

To help students achieve maximum benefits from the extracurricular and athletic opportunities offered to them in the schools.

Reports To:

The Building Principal, Athletic Director or Head Coach

Major Responsibilities/Key Duties

- Is responsible for their level of the program as directed by the head coach
- Understands NFHS, IHSA, IESA and SAC rules and regulations (whichever applies)
- Attends required IHSA, SAC, SSJHSA, departmental, staff or other meetings (whichever applies)
- Understands the proper administrative line of command and refers all student and parent requests or grievances through proper channels. Is aware of all meetings that require attendance.
- Assists the Head Coach in the necessary preparation to hold scheduled sport events or practices and adheres to scheduled facility times. Coordinates program with maintenance and other school employees that may be involved.
- Assists the Head Coach in the distribution and collection of documentation to fulfill state, school, and district requirements concerning physical examinations, parental consent/insurance, eligibility, and study table requirements and any other matters dealing with athletic eligibility
- Assists the Head Coach in distributing team rules, training rules, and any other unique regulations of the sport to each athlete who is considered a participant
- Provides for proper supervision of athletes at all practices, games, and while traveling
- Directs student managers and statisticians on respective teams
- Completes all necessary paperwork on athletic injuries utilizing district approved forms and submits them to the athletic office on the next school day of attendance
- Is accountable to the Head Coach for all equipment issued his/her team. Aids in the distribution, collection, and storage of equipment. Assists the Head Coach in the fine list that is to be submitted to the athletic office the cost of any equipment lost or not returned. Submits to the Head Coach an annual end-of-season inventory as part of his/her final report.
- Recommends to the Head Coach budgetary items for the next season in his/her area of the program

- Permits athletes to only be in authorized areas of the building at the appropriate times
- Examines locker rooms before and after practices and games, checking the condition of the facility. Reports problematic conditions to the Head Coach and/or Athletic Director in writing or by e-mail.
- Assists the Head Coach in carrying out his/her responsibilities
- Instructs team members as to NFHS, IHSA, and SAC rules and regulations of the sport and teaches fundamentals as outlined by the Head Coach
- Maintains a record for team statistics and requirements for end-of-season awards for both the Head Coach and Athletic Director for his/her team (if applicable)
- Works within the basic framework and philosophy of the Head Coach of that sport
- Attends all staff meetings and carries out scouting assignments as outlined by the Head Coach
- Arrives early enough before practice, contests, and meetings to adequately prepare and remains long enough afterwards to help players with problems or to become involved in staff discussions
- Helps in the planning and implementation of in-season (only) conditioning and weightlifting programs
- Never criticizes, admonishes, or argues with the Head Coach or any staff member in the presence of players or parents
- Supports booster club activities and attends the annual booster club Craft Fair
- Sets a positive example in appearance, behavior, and language; exercising professional good conduct and self control
- Promotes the sport within the school through recruiting athletes that are not in another sport program and promotes the sport outside the school through news media or in any other IHSA approved manner
- Responsible for maintaining good public relations with news media, booster club, parents, officials, volunteers, peers, and fans