



## **Crete-Monee School District**

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### **JOB DESCRIPTION**

**TITLE: Assistant Girls Track & Field Coach**

#### **Purpose Statement**

The Assistant Track and Field Coach plays a vital role in supporting the head coach in developing student-athletes by fostering their physical, mental, and social growth through the sport. This position emphasizes teamwork, dedication, and a positive experience while maintaining a safe and respectful environment for all participants.

#### **Reports To:**

Head Coach, Building Principal, an/or Athletic Director

#### **Major Responsibilities/Key Duties**

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- 1. Support Coaching Philosophy**
  - Assist the head coach in implementing a cohesive coaching philosophy, skills, and techniques to develop athletes at all levels.
  - Contribute to the creation of a positive, inclusive, and competitive environment for student-athletes.
- 2. Practice and Game Assistance**
  - Help organize and lead practices, ensuring all drills and activities align with the program's goals.
  - Support the head coach during meets and events, assisting with team logistics, strategy, and athlete performance feedback.
- 3. Student Supervision**
  - Ensure the safety and proper supervision of athletes during practices, games, and travel.
  - Enforce team rules and foster respect, sportsmanship, and accountability among athletes.
- 4. Administrative Support**
  - Assist with maintaining compliance with NFHS, IHSA, IESA, and SAC rules and regulations.
  - Help manage athlete eligibility, physical forms, and other required documentation.
  - Submit necessary reports, such as injury forms or rosters, in a timely and organized manner.
- 5. Equipment and Facilities**

- Support the head coach in managing equipment, including issuing, collecting, and maintaining inventory.
  - Assist in preparing facilities for practices and meets, coordinating with custodial and maintenance staff when needed.
6. **Communication**
- Maintain positive relationships with athletes, parents, officials, and other stakeholders.
  - Collaborate with the head coach to share team updates, scores, and highlights with school personnel and media when appropriate.
7. **Professionalism**
- Exhibit a positive attitude, professional behavior, and a commitment to the district's goals.
  - Act as a role model for student-athletes in conduct, appearance, and language.
8. **Recruitment and Development**
- Help recruit and encourage students to participate in track and field programs.
  - Provide individual support to student-athletes, emphasizing academic performance and personal growth.