



ASSISTANT COACH

Supervisor: Principal and Athletic Director	FLSA Status: Non-Exempt
Department: Athletics	Terms of Employment: Seasonal
Supervises: None	Position Type: Temporary

Nature of Work

To properly educate students through participation in Interscholastic Athletics and ensure the safety and well-being of all student athletes.

Duties and Responsibilities

- Be proactive and current with the policies and guidelines of the New Mexico Activities Association (NMAA) and the Cobre Consolidated School District Board of Education policies and regulations.
- Model sportsmanship for self, staff, team, and community.
- Assume the responsibility for the conduct and well-being of all players and set high standards for academic achievement and school attendance.
- Establish rapport and cooperation with members of the athletic staff, teachers, administration, and community.
- Ensure that illegal recruiting of athletes does not occur within your sports program.
- Use coaching methods that represent an up-to-date philosophy, the ability to analyze and correct errors, and the employment of sound teaching skills and techniques.
- Demonstrate and uphold high standards for coaching performance and behavior.
- Exhibit professionalism by maintaining good attendance and adhering to established work schedule.
- Comply with the Code of Ethics, administrative directives, board policy, state and federal statutes and rules and regulations.
- Communicate and display courteous and professional behavior towards students, the public, the Immediate Supervisor, School and District Administrators, staff and peers.
- Safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act (FERPA) and other applicable state and federal statutes.
- Evenings and weekend work may be required.
- Perform such other tasks as may be assigned.

Minimum Qualifications

1. Licensed as an Athletic Coach by the New Mexico Public Education Department (NMPED)
2. Successful completion of a background check.

Knowledge, Abilities, and Skills

Ability to: verbal ability required to understand oral and written instructions; motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job; manual and finger dexterity required to operate machines and equipment precisely and rapidly.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. Performance of this job will be evaluated in accordance with the provisions of the Cobre Consolidated Schools Board of Education's policy on evaluation of professional personnel.

I accept this position offered and agree to the above job description.

Print Name: _____

Signature: _____ Date: _____

The Cobre Consolidated School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Position will remain open until filled.