

NORTHRIDGE LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title:	ASSISTANT COACH	File 405
Reports to:	Head Coach	
Job Objectives:	Works with student athletes to improve personal and teamwork skills. Provides guidance and encouragement to help students profit from their participation. Keeps the head coach informed about current activities and emerging issues.	
Minimum Qualifications:	<ul style="list-style-type: none">· Valid Ohio teacher's license or certificate appropriate for the assignment.· Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).· Documented evidence of a clear criminal record.· Relevant coaching experience.· Completion of all pupil activity supervisor validation requirements.· Knowledgeable about interscholastic athletic program regulations.· Meets all prerequisite qualifications to be bonded.· Valid driver's license and a satisfactory driving record as a condition of initial and continued employment.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">· Provides technical expertise and physical skill in coaching the assigned athletic activity. Develops, coordinates, and supports a full scope of activities for the assigned 7-12 or 9-12 program. Ensures that all activities comply with Ohio High School Athletic Association and league rules.· Upholds board policies and follows administrative procedures.· Promotes a favorable image of the school district.· Works with the head coach to evaluate program needs. Requisitions supplies and equipment as directed. Promotes the proper use and care of school property.· Reviews procedures and schedules before the start of the season.· Attends all mandatory programs (e.g., rules interpretation, first aid training, etc.).· Encourages student involvement in program activities. Monitors academic eligibility requirements. Supervises study tables. Helps parents and students understand program objectives. Explains student responsibilities (e.g., parental permission, physical exams, training/performance schedules, requirements for letters, optional insurance coverage, waiver forms, etc.).· Assists with team tryouts. Maintains the integrity of the selection process.· Carries out the practice schedule as directed.· Maintains accurate records and submits reports on time.· Respects personal privacy. Maintains the confidentiality of privileged information.· Avoids public criticism of training/coaching methods used by other individuals.· Helps develop off-season activities (e.g., summer training, clinics, etc.).· Assists with the optional student insurance program. Maintains information as directed.· Teaches precautions and procedures to help students prevent accidents/injuries. Ensures that medical authorization forms are on file and readily available. Promptly documents all accidents/injuries.· Evaluates individual and team performance. Prepares statistics. Develops and refines game strategies as directed.· Helps recruit, train, and supervise student managers, trainers, and scouts.· Communicates high expectations and shows an active interest in student progress.	

- Promotes academic success as an important priority for all students.
- Maintains high standards and upholds the student conduct code.
- Reports student discipline problems, vandalism, or other related concerns.
- Helps verify that participants have fulfilled all requirements for letters, awards, and/or certificates. Participates in student recognition programs.
- Helps with supervision responsibilities related to the preparation of athletic fields and practice areas.
- Helps keep track of athletic equipment. Makes minor equipment repairs.
- Ensures that students keep locker rooms and practice areas orderly.
- Helps arrange transportation and lodging for sanctioned activities.
- Obtains permission to be away when duties conflict with classroom duties.
- Takes precautions to ensure student safety. Does not leave students unsupervised.
- Reports evidence of suspected child abuse as required by law.
- Evaluates and recommends changes to enhance future programs.
- Maintains visibility and participates in school and community activities.
- Works closely with the athletic boosters association.
- 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.
- Encourages parent organizations and supports student activities as time permits.
- Builds community partnerships that enhance district programs and services.
- Participates in staff meetings and professional growth activities as directed.
- Maintains a positive and courteous attitude when dealing with others.
- Uses self-control, perseverance, and physical skill to manage students.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.
- Completes Public School Works training as required by the district.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and maintains a positive work attitude.
- Delivers a positive learning environment and engenders student enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Communicates effectively using verbal, nonverbal, and writing skills.
- Completes detailed paperwork accurately.
- Reacts productively to interruptions and changing conditions.
- Averts problem situations and intervenes to resolve conflicts.
- Lifts, carries, and/or moves athletic supplies and equipment.

**Supervisory
Responsibility:**

Under the direction of the head coach: schedules meaningful work assignments, provides instructions, and communicates expectations to assigned staff. Monitors and helps assigned staff successfully accomplish delegated duties.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may require operating and/or riding in a vehicle.
- Duties may require working under time constraints to meet deadlines.
- Duties may require working during the evening and/or weekend.

Performance Evaluation: Job performance is evaluated according to the policy provisions adopted by the Northridge Local School District Board of Education.

The Northridge Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Revised: 11/20/00
Revisions Approved: 01/12/15

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date