

TITLE: Assistant Coach

GOAL

Carry out the objectives of the sports program as outlined by the head coach. Instruct athletes in team and individual fundamentals, strategies, and physical training necessary for them to realize individual and team success.

QUALIFICATIONS:

- High School level of knowledge of the sport.
- Have a current first aid card on file with the school Athletic Director.
- Required IHSA certification
- Required to take the sexual harassment class offered by the district.
- Previous coaching experience in assigned sport is recommended.

RESPONSIBLE TO

The head coach in conjunction with the Athletic Director and Principal.

DUTIES AND RESPONSIBILITIES

Program Administration

- Assists in the implementation of the program as outlined by the head coach. Is loyal and supportive even though philosophical differences may exist.
- Supportive to the district and the program at all times.
- Has thorough knowledge of District athletic policies/procedures and is responsible for the implementation of these policies.
- Assists the head coach in the scheduling and providing transportation to all games and tournaments.
- Assists in the necessary preparation to hold practices and games in coordination with the Physical Education and Maintenance Departments.
- Attend all practices
- Assist the head coach in the issuing, fitting, and monitoring the condition of the equipment used in the sport coached.
- Attend staff meetings for the purpose of planning and evaluating the program.
- Other job related duties as assigned.

Student Management

- Weekly review student athletic eligibility and inform coach and students of the status.
- Understand the proper administrative line of command and refer all student and parent requests or grievances through the proper channels.
- Assists in the collection of necessary documentation to fulfill State and District requirements concerning physical exams, consent, and eligibility.
- Ride the team bus to and from practices or contest

- Carry out scouting responsibilities as assigned by the head coach.
- Conducts oneself in a manner that exemplifies self control and the promotion of good sportsmanship.

School/Community Relations

- Establish a working relationship with the junior high and elementary coaches for the purpose of creating strong feeder programs for their sport.
- If the situation necessitates, assume the position of head coach and function as such

Professional Development

- Continue professional growth by attending classes, clinics, workshops, and affiliations with professional organizations.

EVALUATION

This position is evaluated annually by the principal with input from the athletic director using the categories listed in the job description. This is a year round position.

MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS

Maintain emotional control under stress. Maintain positive attitude when dealing with customers. Frequent district and some statewide travel. Work with frequent interruptions, frequent prolonged and irregular hours. Some exposure to hot or cold weather conditions.

Schedule B assignments are appointed annually.