

TITLE: High School Athletic Assistant Coach

PURPOSE: 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:

- Holds a current Illinois teaching certificate and/or is certified by the IHSA or other sports certification as required
- Preferably a certified teacher
- An appropriate level of knowledge of the sport for high school coaching
- Previous coaching experience in assigned sport is recommended
- All coaches must submit to a fingerprint criminal records check
- Obtain CPR/AED Certification and complete assigned District and IHSA trainings

RESPONSIBLE TO:

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

DUTIES AND RESPONSIBILITIES:

1. Assist in the implementation of the program as outlined by the head coach. Is loyal and supportive of the District and the program at all times.
2. Has thorough knowledge of all District and State athletic policies/procedures and is responsible for the implementation of these policies.
3. Attend all practices and required meetings.
4. Assist the head coach in the issuing, fitting, and monitoring the condition of the equipment used in the sport coached.
5. Assist in the collection of all equipment. Proper and safe storage of all program inventory is required.
6. Assist in off-season program except in the case where an in-district coaching conflict occurs or prior agreement with head coach.
7. Report violations to head coach and athletic director.
8. Understand and follow the proper administrative line of command.
9. Attend staff meetings for the purpose of planning, organizing and evaluating.
10. Assist in implementation of a plan promoting character and leadership development within the program.
11. Promote a positive athlete-teacher relationship.
12. Assist head coach in implementing a comprehensive plan to support the students' work in the classroom and promoting student-athlete character and leadership development.
13. Assist in the collection of necessary documentation to fulfill State and District requirements concerning physical exams and eligibility.
14. Ride the team bus to and from practices or contests.
15. Conduct oneself in a manner that exemplifies self-control and the promotion of good sportsmanship.

16. Remain at practice and monitor students as they are picked up or safely leave premise.
17. If the situation necessitates, assume the position of head coach and function as such.
18. Continue professional growth by attending classes, clinics, workshops, and affiliations with professional organizations.
19. Carry out other job-related duties as assigned by the head coach or administration.

EVALUATION:

This position is evaluated annually by the Principal with input from the Athletic Director and head coach using the categories listed in the job description.

MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

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

Schedule B assignments are appointed annually.