

**Job Title:** Assistant Baseball Coach

**Supervisor:** Head Coach, Assistant Principal & Athletic Director

**Job Classification:** Classified

**Position Number:** Not Applicable

## **Job Summary**

Position is responsible for coaching student athletes in proper baseball techniques to prepare them for competition. Position motivates student athletes to develop an appreciation of the sport and prepares them for the next level.

## **Essential Duties**

1. Works with players during practices and games.
2. Assist Head Coach with organizational meetings for team prospects and encourages students to participate.
3. Assesses skills and assigns team positions.
4. Assist with conducting practice, study hall and team development.
5. Coaches and instructs players, individually or in groups, regarding the rules, regulations, equipment and techniques of the sport.
6. Observes players, during competition and practice to determine the need for individual and team improvement.
7. Provides proper supervision of students at all times.
8. Monitors the academic performance of team members to ensure eligibility requirements are met.
9. Follows established procedures in the event of an injury.
10. Follows state, regional, and district regulations governing the program.
11. Models sports-like behavior and maintains appropriate conduct towards players, parents, administration, officials, and spectators.
12. Works with the head coach to submit a list of award winners at the end of the season.
13. Participates in special activities to include parent's night, banquets, award nights, and pep assemblies.
14. Maintains eligibility forms, emergency data cards, insurance records, equipment inventory, and other related records.
15. Models nondiscriminatory practices in all activities.

## **Other Duties:**

1. Attends staff development meetings, clinics, and other professional activities to improve coaching performance.
2. Performs any other related duties as assigned by the Principal & Athletic Director, Head Coach or other appropriate administrators.

## **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

## Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Ideal candidate will possess 3-5 years coaching experience. Experience as a baseball coach is preferred. Must be able to pass a background check and demonstrate effective coaching techniques and skills. Successful candidate must possess a thorough knowledge of the rules, regulations, strategies, and techniques of the sport. Must possess the ability to establish and maintain effective working relationships with school administrators, parents, and students. Successful candidate must possess NFHS coaches' certification within 30 days after hire. Successful candidate must possess a current CDL (or be able to obtain a CDL) and be willing to drive for the school when needed.

## Working Conditions & Physical Requirements

Must have the ability to stand for extended periods of time; exhibit manual dexterity to demonstrate baseball techniques, read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly; physical agility to lift up to 35 pounds; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

## Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

**Supervision Exercised:** Student Participants

**Supervision Received:** Principal, Athletic Director & Head Coach

This job description in no way states or implies that these are the only duties to be performed by this employee. The coach will be required to follow any other instructions and to perform any other related duties as assigned by the Principal & Athletic Director, Head Coach or appropriate administrator. Durham Public Schools reserves the right to update, revise or change this job description and related duties at any time.

## Approvals:

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Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)	Signature	Date
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