

USD 490 Job Description
EHS Assistant Coach

Created 4/10/2008

Purpose: Assists head coach in carrying out the aims of the athletic program and policies of El Dorado Public Schools, USD 490.

Responsible to: Head Coach, Athletic Director, Building Principal

Payment rate: Supplemental

Minimum Qualifications:

Health and Inoculation Certificate on file.

Essential Functions:

Year-Round Responsibilities:

1. Have understanding and knowledge of rules and regulations regarding his/her sport as presented in the KSHSAA handbook.
2. Keep abreast of rules and rule changes of his/her sport as presented in the National Federation rule book.
3. Keep abreast of new knowledge, innovative ideas, and techniques by attendance at clinics, workshops (approved by the district), and reading in his/her field.
4. Assist head coach in carrying out his/her responsibilities.
5. Perform other assigned tasks or duties as requested and needed.
6. Attend all applicable district workshops and clinics.
7. Follow all school district rules and regulations.

Seasonal Responsibilities:

1. Before the Season:

- a. Assist the head coach in proper registration of all athletes.
- b. Assist the head coach in making systematic issuance of athletic equipment.
- c. Assist the head coach in providing accurate information needed to compile eligibility lists and other reports.

2. During the Season:

- a. Assist in implementing athletic policies as outlined in the handbook for coaches.
- b. Assume responsibility for constant care for equipment and facilities being used.
- c. Assume supervisory control over athletes and teams assigned him/her and assume supervisory control over all athletes in the program when control is needed.
- d. Be in regular attendance at practice sessions and contests.
- e. Emphasize safety precautions and be aware of the best training and injury procedures.
- f. Conduct himself/herself and his/her teams in an ethical manner during practice and contests.
- g. Provide the head coach with information needed in making game reports and publicity releases.
- h. Instruct his/her players concerning rules and rule changes, new knowledge, and innovative ideas and techniques.
- i. Effectively prepare athletes for competition.

3. End of Season Responsibilities:

- a. Assist in the return and inventory of school equipment.
- b. Recommend athletes for letter awards.
- c. Recommend facility maintenance and improvements.
- d. Recommend equipment to be purchased.

SUPERVISORY RESPONSIBILITIES

Athletes

El Dorado USD #490 does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in admission or access to, or treatment or employment in its programs and activities. If you have questions regarding the above, please contact: Title IX/Section 504 Coordinator, 124 West Central, El Dorado, Kansas, 67042, 316-322-4800.

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Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
2. Ability to handle a fast-paced, intense work environment.
3. Must occasionally work in noisy and crowded environments, with numerous interruptions.

Statement of Acknowledgement

I have received a copy of my job description and agree to the terms of employment.

Signature_____

Date_____

Original: Personnel File
Copy: Employee

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