

Elkhart Community Schools
Position Description

Position Title:	Assistant Coach
Qualifications:	<i>Required:</i> Demonstrated ability to teach, enforce, advocate and model appropriate behavior, character traits, and educational values to students-athletes and community members. Ability to work well with students, staff, and community patrons. Ability to fulfill time requirements of the job. <i>Preferred:</i> Current Indiana Teaching Certification in any content area. Demonstrated leadership, organization, and communication skills.
Department:	Athletic Department
Reports to:	Athletic Director/Principal
Prepared by:	Jacqueline Rost/Brian Buckley/Maggie Lozano
Approved by:	W. Douglas Thorne

Date: 03/09/2019

SUMMARY: To assist the head coach in providing opportunities for the student to participate in a competitive program and to develop individual and team skills, attitudes of self-discipline, self-esteem, confidence, and good sportsmanship.

ESSENTIAL DUTIES AND RESPONSIBILITIES (*Other duties may be assigned*):

The assistant coach assists the head coach in successfully carrying-out responsibilities in the following areas:

1. Maintain an effective, professional relationship and communication with players, parents, school officials, staff members, game officials, and other members of the high school coaching staff.
2. Carry out the philosophy and assignments of the head coach with respect to practice drills, game plans, scouting, and the instruction and evaluation of the team members in the skills and techniques of the sport.
3. Stresses the development of individual fundamentals and skills required in the sport as a basis for team-play required at the varsity level.
4. Assist the head coach to distribute, account for, maintain, and provide for the security and proper use of school athletic equipment and facilities.
5. Assure that all health and safety precautions are provided to athletes, and in case of emergency, renders first-aid and assist in the notification of parents and in filing necessary accident reports.
6. Assist in maintaining a program of athletic discipline and sportsmanship, and help to implement penalties for the breach of such standards.
7. Collaborate with the head coach, Athletic Department, other school personnel, and the community organizations to build support for the team and in fostering good school spirit.
8. Provide information and recommendations to the head coach for the improvement of the athletic program.
9. Support the total academic, athletic and extra-curricular activities program of the school.
10. Adhere to the constitution and the by-laws of the Northern Indiana Conference and follows the “spirit and letter” of the rules of the Indiana High School Athletic Association.

11. Perform other job-related duties pertaining to the efficient or effective operations of an Assistant Coach as may be assigned by the Head Coach and/or Athletic Department.

Evaluation: Evaluated by the Athletic Department and Principal or designee.

Qualification Requirements: 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervisory Responsibilities: Supervise pupils and/or specific work assignments as determined by the Building Principal or designee. All services are performed under the direct supervision of professional individuals.

Education and/or Experience: Required: Demonstrated ability to teach, enforce, advocate and model appropriate behavior, character traits, and educational values to students-athletes and community members. Ability to work well with students, staff, and community patrons. Ability to fulfill time requirements of the job. **Preferred:** Current Indiana Teaching Certification in any content area. Demonstrated leadership, organization, and communication skills.

Language Skills: Ability to read and interpret documents such as safety rules and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students or employees of the district.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Other Skills and Abilities: Ability to exhibit qualities of leadership and organizational skills and to and reflect a spirit of cooperation in working with staff and school administration. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and IHSAA policies.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

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 acceptable to this particular environment. However, the noise level can vary depending upon daily activity, but will still remain within the acceptable noise level range. The employee continuously is interacting with the public, staff and students. The employee frequently will be required to meet multiple demands from several people.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.