Job Description

Job Title: Varsity Assistant Coach

Classification: Supplemental

Salary Schedule: XBX

Department: Building

Reports To: Varsity Head Coach, Athletic Director, or Principal

FLSA Status: Non-Exempt

Date: April 2020

Approved by : Northwest Local School District Board of Education

Job Summary: To provide leadership in establishing and maintaining a quality high school athletic program.

Job Qualifications:

1. Previous coaching experience and knowledge of the sport.
2. A valid Pupil Activity Permit and all appropriate trainings including but not limited to:
    a. Ohio First Aid certificate
    b. CPR certificate.
    c. Fundamentals of Coaching certificate.
    d. Concussion in Sports certificate.
    e. Sudden Cardiac Arrest training.
3. Blood-borne pathogens training.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Essential Duties:

1. To organize and administer the program under his/her direction according to the rules and policies of the Ohio High School Athletic Association (OHSAA), the league and the Northwest Local Board of Education. Establish team and individual goals.
2. Before each season, all OHSAA, district, school, league, and team rules must be read

and discussed with team candidates, posted in the locker rooms and distributed to athletes and their parents. Throughout the season counsel students about eligibility, conduct and proper training.

3. To understand and follow the eligibility checking process. To be sure that students have the written approval of the athletic director prior to participation in the sport.
4. To collect participation fees.
5. To maintain an accurate and up-to-date roster on file with the athletic director.
6. Upon request, to recommend to the athletic director which teams to schedule, including possible dates, times and locations.
7. To complete officials' evaluation forms as requested.
8. To recommend and confirm departure and pickup times for transportation to and from events. Require written permission from parents for alternate transportation to and from events.
9. To scout other teams as assigned by the varsity head coach.
10. To be responsible for all public information releases and team photographs.
11. To initiate requests in advance for building and grounds permits for practices, scrimmages, games and special events, following district policy and regulations regarding the use of school facilities.
12. To field a team that displays good sportsmanship, self-discipline and sound fundamentals.
13. To plan, coordinate and attend all practice sessions and contests. Provide feedback to students after each contest.
14. To supervise the team at practices, contests, in the locker rooms and while traveling. To secure the facilities after practices and contests.
15. To assist in planning special events such as assemblies, parents' night, Homecoming, Booster programs, awards programs, etc.
16. In consultation with the athletic director and the varsity head coach, and within one month after the conclusion of the season, to prepare budget requests for the following year.
17. At the conclusion of the season to submit a summary of team and individual statistics.
18. To report injuries of participants to the proper school officials and complete accident report forms. Have the emergency medical authorization forms available at all times for all participants.
19. To verify that all athletic equipment has been marked for identification, been kept clean, freshly painted, oiled, and in working condition before it is used or issued. Equipment that needs certification must have an NCS seal.
20. To notify the athletic director in a timely manner regarding necessary equipment repairs or other safety issues.

21. To keep an accurate list on file of equipment and uniforms that are issued. Collect fines for lost equipment/uniforms or prepare fine notices. Turn in money collected to the athletic director.
22. To instruct all athletes in the proper use of equipment and how to conduct a daily inspection for detection of damage.
23. To verify that all athletic equipment and uniforms have been cleaned, marked, repaired, inventoried and put into storage, one month after the conclusion of the season.
24. To attend middle school and freshman contests, practices and awards programs whenever possible.
25. To serve as a role model to students in terms of appearance, behavior, team work and sportsmanship.
26. To attend athletic clinics, in-service programs, department meetings, Booster meetings, and required OHSAA meetings.
27. To encourage students' academic progress and assist students in meeting post-graduate goals.
28. To work with students in the off-season without interfering with other sports.
29. To keep students, parents and administrators informed about schedules, travel arrangements and expectations.
30. To be an active participant in striving to improve the entire athletic program as well as the total educational program of the school.
31. To perform any other related duties assigned by the varsity head coach, athletic director or school administrator.

Other Duties and Responsibilities

1. **Problem Solving** - Identifies and resolves problems in a timely manner; develop alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
2. **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
3. **Oral and written communication** - Communicates clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings. Communicates in regards to program effective following district social media guidelines.
4. **Teamwork** - Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit.
5. **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

6. **Diversity** - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.
7. **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
8. **Judgement** - Exhibits sound and accurate judgment; Includes appropriate people in decision-making process.
9. **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.
10. **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
11. **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
12. **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Physical Requirements:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast paced, highly intensive work environment. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Terms of Employment: 185 days

Title: Varsity Assistant Coach

Employee: _____
(Print name)

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I am able to perform the key functions of the position.

_____ _____

(Signature) (Date)

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This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee of this job. The employee will be required to follow the instructions and perform the duties required by the position's supervisor, appointing authority, or designee.

_____ _____

(Superintendent or designee) (Date)