



## Assistant Coach

### Job Description

<b>Reports To:</b>	Athletic Director
<b>FLSA Status:</b>	Exempt
<b>Location:</b>	Onsite
<b>Position Summary:</b>	<p>The Assistant Coach at Hiawatha Collegiate High School works closely with the Head Coach to support the school's athletic program, providing guidance, instruction, and mentorship to student-athletes. This position assists in organizing practices, developing game strategies, and promoting a positive team culture, while also focusing on the holistic development of student-athletes. The Assistant Coach collaborates with the Head Coach, school administrators, and other staff members to ensure the success and growth of the athletic program, while upholding the values and mission of Hiawatha Academies</p>

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### ESSENTIAL FUNCTIONS and RESPONSIBILITIES:

#### *General Duties*

- **Supportive Role:** Assist the Head Coach in all aspects of the athletic program, including planning and conducting practices, developing game plans, and evaluating student-athlete performance.
- **Skill Development:** Help facilitate skill development sessions and drills to improve student-athletes' technical proficiency, physical conditioning, and understanding of the sport.
- **Mentorship and Guidance:** Serve as a mentor and positive role model for student-athletes, providing guidance, encouragement, and support to help them succeed academically, athletically, and personally.
- **Competition Preparation:** Assist in preparing student-athletes for competitions by analyzing opponents, reviewing game film, and implementing strategic adjustments.
- **Safety and Compliance:** Ensure compliance with all school, district, and state regulations regarding safety protocols, eligibility requirements, and sportsmanship standards.

- **Communication:** Maintain open and effective communication with student-athletes, parents, coaching staff, school administrators, and other stakeholders regarding team activities, expectations, and updates.
- **Fundraising:** Participate in fundraising efforts to sustain athletic programs and initiatives.
- **Professional Development:** Continuously seek opportunities for professional growth and development in coaching, sports science, and education to enhance coaching effectiveness and student-athlete development.
- **Community Engagement:** Engage with parents, alumni, community partners, and other stakeholders to promote the athletic program and foster a sense of pride and support for student-athletes.

#### **Other Duties**

- Attend meetings, workshops or training sessions as directed by the Athletic Director
- Perform other duties as assigned

#### **QUALIFICATIONS GUIDE:**

**Qualifications:** 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.

#### **Education & Experience:**

- Bachelor's degree in education, sports science, or a related field (Master's degree preferred).
- Previous coaching experience at the high school level, with a successful track record of developing student-athletes and building competitive teams.
- Strong knowledge of the sport(s) being coached, including rules, strategies, and training methodologies.
- Excellent communication and interpersonal skills, with the ability to effectively communicate with diverse stakeholders and inspire student-athletes.
- Commitment to fostering an inclusive and equitable athletic environment that promotes diversity, equity, and inclusion.
- Valid coaching certification(s) and/or licensure, as required by state and governing athletic associations.
- Ability to pass background checks and meet all other requirements for employment in a school setting

#### **Other Qualifications:**

- Training or willingness to be trained in Crisis Prevention Intervention
- Bilingualism in Spanish and English preferred
- State and federal background clearance (Trusted Employees) to work with students (123B.03).
- No prospective employee can report to work without this clearance being received and the Human Resources Manager notifying the immediate supervisor of this clearance.

**Acquired Skills:**

- Well-developed, clear communication and interpersonal skills that maintain a respectful, professional, and courteous manner
- Conflict resolution skills
- Ability to work with diverse student populations

**Abilities:**

- Ability to build trusting relationships.
- Ability to read, comprehend, and interpret professional and other written material.
- Ability to compute, think logically, and solve problems.
- Ability to effectively use strategies that include consideration of each player's learning styles, needs, and background.
- Ability to maintain a positive, collaborative relationship with colleagues and administration. Ability to maintain a positive environment while achieving order and discipline.
- Demonstrated professionalism and commitment to excellence.
- Ability to write and speak in a logical and understandable style, using appropriate grammar and sentence structure, and a demonstrated command of standard English, enunciation, clarity of oral directions, and pace and precision in speaking.

**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 essential functions.

- While performing the duties of this job, the employee is regularly required to verbally communicate and acknowledge communications from others.
- The employee frequently is required to walk; sit; reach with hands and arms 0 - 24 inches and occasionally up to 36 inches; climb or balance and stoop, kneel, crouch or crawl.
- The employee must be able to demonstrate and teach correct lifting procedures with weights.

- Specific vision abilities required by this job include close vision, distance vision, depth perception, peripheral vision and color vision.

**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 essential functions.

- While performing the duties of this job, the employee frequently works in inside conditions but it may require work to be done in outside conditions depending on the sport. The noise level in this environment is moderate to loud, but may on occasion become extremely loud.

**Anti-Discrimination Policy and Commitment to Diversity:**

Hiawatha Academies believes in providing equal employment opportunities for all employees and equal educational opportunities for all students. Hiawatha Academies will not violate any law prohibiting discrimination for or against any student, employee or applicant on the basis of race, color, religion, creed, age, sex, gender, gender expression, national origin, ancestry, marital status, pregnancy, disability (including those related to pregnancy or childbirth), membership or non-membership in a labor organization, sexual orientation, status with regard to public assistance, genetic information, or any other characteristic protected under local, state or federal statute, ordinance or regulation ("protected status").