

## **Job Description – Assistant Athletics Coach**

**Reports to:** Head Coach and Athletic/Activities Director

**Job Summary:** To carry out the Purpose Statement of the program as well as the aims and objectives of the sport program as outlined by the Head Coach. To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of acceptable values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

**ESSENTIAL FUNCTIONS OF THE JOB INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

### **DUTIES AND RESPONSIBILITIES:**

- Possesses a thorough knowledge of all the policies approved by the Farmington Board of and is responsible for implementation.
- Has knowledge of existing system, state/federal, MSHSL and Conference regulations; implements same consistently.
- Understands the proper administrative line of command refers all requests or concerns through proper channels. Is aware of all public/staff/departmental meetings that require attendance and attends unless excused by Head Coach or Athletics Director.
- Maintains discipline and works to generate an attitude of good sportsmanship and fair play.

### **ADMINISTRATIVE DUTIES:**

- Assists the Head Coach in scheduling games, scrimmages, practices, transportation, etc.
- Assists in the necessary preparation to hold scheduled sport events or practices and adheres to scheduled facility times.
- Provides proper safeguards for maintenance and protection of assigned equipment sites.
- Ensures safety for all participants by regular inspection of all equipment and facilities and by conducting all practices and contests in a safe manner.

### **RESPONSIBILITIES TO STUDENTS:**

- Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant.
- Gives attention to a student athlete's grades and conduct.
- By his/her presence at practices, games and while traveling, provides assistance, guidance and safeguards for each participant.
- Follows all procedures and policies concerning injuries, medical attention and emergencies.
- Directs student managers and statisticians on respective teams.
- Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary and contacts parents when a student is dropped or serious disciplinary measures are taken.

### **FACILITIES AND EQUIPMENT:**

- Those who coach their "own team" are accountable to the Head Coach for all equipment, collect the cost of any equipment lost or not returned, arrange for issuing and storing of equipment and submits to the Head Coach annual inventory and current records concerning same.
- Recommends to the Head Coach budgetary items for next year in his/her program area.
- Monitors equipment rooms and coaches' offices, authorizes who may enter, issue or requisition equipment.
- Examines locker rooms before and after practices and games, checking on general cleanliness of the facility. Responsible for cleanliness and maintenance of specific sport equipment.
- Secures all doors, lights, windows and locks before leaving building if custodians are not on duty.
- Instills in each player a respect for equipment and school property, its care and proper use.

**PROGRAM RESPONSIBILITIES:**

- Assists the Head Coach in carrying out his/her responsibilities.
- Makes press releases and school announcements as appropriate for the level he/she coaches.
- Instructs team members as to changes in the rules and teaches fundamentals of the sport as outlined by the Head Coach.
- Works within the basic framework and philosophy of the Head Coach of that sport.
- Attends all staff meetings and carries out scouting assignments as outlined by the Head Coach.
- Arrives early enough before practice, contests and meetings to adequately prepare and remains long enough afterward to help players with problems, to become involved in staff discussions, and to properly supervise students.
- Helps in the planning and implementation of both in-season and out-of-season conditioning and weight programs.
- Strives to improve skills by attending clinics and using resources made available by the Head Coach.
- Attends contests, when possible, of other teams in the program.

**OTHER FUNCTIONS OF THE JOB INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

- Performs such other duties that are consistent with the nature of the position and that may be requested by the Head Coach.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Prefer Minnesota teaching and coaching certification.
- Prefer employment as a teacher in the Farmington School District.
- Previous coaching experience in assigned sport is desirable.
- Has knowledge and background in the assigned sport.
- Works collaboratively with students, parents and community members.
- Has a thorough knowledge of all the policies approved by the Farmington Board of Education and is responsible for its implementation by the entire staff of that sports program.
- Has knowledge of existing system, state/federal, MSHSL, Region and Conference regulations; implements same consistently and interprets them for staff.
- Strives to improve skills by attending clinics and using resources made available.
- Must have excellent computer skills in order to organize program and communicate with staff and parents.
- Proven ability to maintain regular attendance and flexibility of time for program.