

PAINESVILLE CITY LOCAL SCHOOL DISTRICT  
JOB DESCRIPTION

**Title:**                   **ASSISTANT COACH**

**Reports to:**       Head Coach, Athletic Director, Building Principal

**Job Objectives:** Supports the head coach in coaching/instructing student-athletes, managing competitions, maintaining equipment/facilities, supervision, and other related duties as directed. Maintains a positive and inclusive competitive environment supporting both individual and team success.

**Minimum Qualifications:**

- Pupil activity certification including Fundamentals of Coaching and Concussion Management certifications and CPR certification.
- Meets all mandated health requirements.
- A record free of criminal violations that would prohibit public school employment.
- Satisfactory pre-employment drug-screening test. Complies with drug-free workplace rules.
- Knowledgeable about interscholastic athletic program regulations.
- Ability to identify and eliminate potential sources of communicable diseases.
- Successful experience with teaching and/or coaching preferred.

**Essential Functions:**

The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Assists the head coach with conducting practices and conditioning sessions, and with managing competitions. Assumes the role of the head coach as directed in the head coach's absence.
- Positively represents the district and serves as a role model for student-athletes and members of the staff at all times (appearance, conduct, language, and sportsmanship).
- Exhibits poise, sound judgment, self-control and effective decision making.
- Actively participates in such growth opportunities meetings, clinics, and camps to improve individual and staff coaching performance.
- Exhibits promptness in meeting deadlines and attending meetings, practices and contests.
- Demonstrates knowledge of, and compliance with, the rules, regulations and policies set forth by the PCLS Board of Education, the PCLS Athletic Department, the Ohio High School Athletic Association, and the Chagrin Valley Conference.
- Complies with directives and responsibilities assigned by the head coach.
- Provides for proper student supervision at all times (i.e., locker rooms, training/weight rooms, after practices/events, and on the bus).
- Assists in the development and implementation of well-organized, documented practice schedules.
- Maintains positive rapport and cooperation with the head coach and coaching staff.
- Provides a safe and encouraging environment for student-athletes at all times.
- Fosters positive, supportive, mentoring relationships with student-athletes while maintaining appropriate boundaries.
- Implements innovative coaching techniques along with sound, proven methods of coaching.
- Maintains high standards for the team and individuals on the team, including competitive performance, academic achievement, and exhibiting positive character.
- Completes all coaching certification requirements before the 1st day of mandatory practices (pupil activity, CPR, concussion, fundamentals of coaching).
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors. Promptly reports safety concerns to supervisors.
- Attends the athletic awards night at the close of the season.
- Attends scheduled Athletic Board meetings as directed.
- Participates in Red Raider Booster Club Fundraisers.
- Assistant track coaches: Assists in the management and facilitation of home weekend meets (high school coaches will assist in middle school meets, and middle school coaches will assist in high school track meets).
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Performs other specific job-related duties as directed.

<b>Abilities Required:</b>	<p>The following personal characteristics and skills are important for the successful performance of assigned duties.</p> <ul style="list-style-type: none"><li>· Demonstrates professionalism and contributes to a positive work environment.</li><li>· Acknowledges personal responsibility for decisions and conduct.</li><li>· Organizes tasks and manages time effectively.</li><li>· Skillfully manages individual, group and organizational interactions.</li><li>· Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.</li><li>· Reacts productively to interruptions and changing conditions.</li><li>· Averts problem situations and intervenes to resolve conflicts.</li><li>· Lifts, carries, and/or moves work-related supplies/equipment. Performs activities that require a range of physical movement.</li><li>· Exhibits consistency, resourcefulness and resilience.</li><li>· Uses diplomacy and exercises self-control when dealing with other individuals.</li><li>· Maintains an acceptable attendance record and is punctual.</li></ul>
<b>Working Conditions:</b>	<p>Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.</p> <ul style="list-style-type: none"><li>· Potential for exposure to blood borne pathogens and communicable diseases.</li><li>· Potential for interaction with disruptive and/or unruly individuals.</li><li>· Exposure to adverse weather conditions and seasonal temperature extremes.</li><li>· Duties may require operating and/or riding in a vehicle.</li><li>· Duties may require bending, crouching, kneeling, reaching and standing.</li><li>· Exposure to loud noises.</li><li>· Duties may require lifting, carrying and moving work related supplies/equipment.</li><li>· Duties may require detailed paperwork.</li><li>· Duties may require working under time constraints to meet deadlines.</li><li>· Duties may require working during the evening and/or weekend.</li></ul>
<b>Performance Evaluation:</b>	<p>Job performance is evaluated according to the policy provisions adopted by the Painesville City Local School District Board of Education.</p>
<b>Terms of Employment:</b>	<p>Annual limited supplemental contract</p> <p>The Painesville City Local School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.</p>
<b>Revised:</b>	<p>December 21, 2020</p> <p>I have reviewed the duties outlined in this job description. I accept responsibility for performing these duties to the best of my ability and will strive to improve future performance under the direction and guidance of the assigned supervisor.</p>

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Employee's Signature

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Date

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Supervisor's Signature

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Date