

**LIMA CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

<b>Title:</b>	<b>ASSISTANT COACH</b>	<b>File 409</b>
<b>Reports to:</b>	Head Coach/Program Coordinator, Athletic Administrator and Building Principal	
<b>Job Objective:</b>	To help each participating student achieve a high level of skill, an increased level of self-esteem, and an appreciation of the values of discipline and sportsmanship.	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"><li>· It is recommended that a valid secondary teaching certificate with a broad general knowledge of athletics with coaching experience and/or a basic knowledge of the fundamentals of the sport through past active participation.</li><li>· Demonstrated ability to communicate positively with students, parents, teachers, media, officials and boosters.</li><li>· Holds proper certification to supervise extra-curricular activities as set forth by the state board of education.</li><li>· Under the direction of the head coach/program coordinator must possess the ability to organize and direct a multi-level program while maintaining a strong discipline within the sport.</li><li>· It is the express intent of this job description to give sufficient guidance to function. In cases not specifically covered, it shall be assumed that the assistant coach shall exercise common sense and good judgment.</li><li>· Such alternatives to the above qualifications as the state and local board of education and/or administration may find appropriate and acceptable.</li><li>· Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).</li><li>· A record free of criminal violations that would prohibit public school employment.</li><li>· Complies with drug-free workplace rules and board policies.</li></ul>	
<b>Essential Functions:</b>	<p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <p><b>General Duties/Responsibilities:</b></p> <ul style="list-style-type: none"><li>· Understands the proper administrative line of command and refers all coach, student and parent requests or grievances through proper channels.</li><li>· Shares responsibility for proper organization and supervision of all practices and game procedures, following all approved school athletic policies and rules of the Ohio High School Athletic Association during the preseason, season and postseason.</li><li>· Has a thorough knowledge of and follows all athletic policy's approved by the Lima Board of Education and assists in its implementation by the entire staff of this sports program.</li><li>· Shares the responsibility for developing and coordinating all phases of the coaching processes at the high school level, grades 9-12, including development of philosophy, program of skills and fundamentals, and evaluation of player personnel.</li><li>· Arranges for video taping of athletic activities as deemed necessary.</li><li>· Assists in the development of an athletic summary of the program at the end of each season with focus towards strengthening future sports programs, which will advise the athletic administrator to policy, method, or procedural changes.</li><li>· Performs other related tasks as may be assigned from time to time by the Head Coach, Athletic Administrator or Building Principal.</li></ul> <p><b>Staff Responsibilities:</b></p> <ul style="list-style-type: none"><li>· Assists in the scheduling and arrangement of supervision of all practices.</li><li>· May be the program representative that attends the meetings of the Spartan Booster Club.</li><li>· May be the program representative that attends the athletic staff meetings, state clinics and rules meetings.</li><li>· Works cooperatively with the Athletic Trainer.</li><li>· Knows and understands the Injury Disaster Plan for their sport.</li></ul> <p><b>Administration:</b></p> <ul style="list-style-type: none"><li>· Cooperates with the Head Coach and/or Athletic Administrator in the scheduling of meets/contests.</li><li>· Assists with the collection of physical examination form, insurance form, emergency medical form, warning form, and any other documents from participants BEFORE FIRST PRACTICE.</li><li>· Assists with transportation to all meets/contests as deemed necessary in cooperation with the Head Coach and/or Athletic Administrator.</li></ul>	

- Assists with meals when out-of-town travel warrants in cooperation with the Head Coach and/or Athletic Administrator.
- Assists with the operation of all home events in cooperation with the Head Coach and/or Athletic Administrator.

**Student Responsibilities:**

- Shares responsibility in monitoring locker rooms before and after all practices and meets/contests.
- Coordinates a winning spirit, sportsmanship, and high ideals.
- Assists athletes in their college or advance education selection.
- Cooperates fully with the Lima City Board of Education eligibility/monitoring procedures.

**Finance/Equipment:**

- Assists in keeping an accurate inventory of equipment and supplies. Cooperates with the Head Coach and/or Athletic Administrator in the ordering of equipment and supplies.
- Assists in issuing, recording, and collecting needed equipment; returns equipment to proper storage at end of each practice, meet/contest and/or season.
- Serves as a consultant to the Head Coach and/or Athletic Administrator in formation of budgets.
- Cooperates with the Head Coach and/or Athletic Administrator, booster club, etc. in major fundraisers.
- Shares responsibility to follow all Lima City Board of Education procedures for fundraisers and handling of any funds.
- Shares the responsibility for securing sports area and facilities for the safety of all equipment and school property.

**Public Relations:**

- Assists in maintaining communication with the news media (radio, newspaper, television), reporting the statistics/results of each sporting event and other news items.
- Shares the responsibility of informing the S.I.D. or league contact person with all necessary material for the benefit of the league.
- Promotes the sport within the school encouraging students that are not currently involved in another sport that season to be involved in the athletic program.

**Abilities  
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Acknowledges personal accountability for decisions and conduct.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains an acceptable attendance record and is punctual.
- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

**Supervisory  
Responsibility:**

Supervises and evaluates assigned staff under the direction of the head coach/program coordinator, athletic administrator and building principal. Assumes responsibility for the results of duties delegated to staff.

**Working  
Conditions:**

To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Lifting, carrying, and moving work-related supplies/equipment.
- Traveling to meetings and work assignments.

**Performance  
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Lima City School District Board of Education.

The Lima City 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. Rev. 2/08