

**Lincoln Parish Schools**  
**Job Description**  
**2025-2026**

**TITLE:** Non-Faculty Assistant Coach

**QUALIFICATIONS:** Successfully pass criminal background check and complete the LHSAA NFHS – Fundamentals of Coaching with the Louisiana Component Course

**REPORTS TO:** Head Coach of assigned sport and School Principal

**JOB GOAL:** Assists with conducting practices, motivating students, and instructing student athletes in game strategies and techniques in assigned sport(s) under the direction of the Head Coach

**TERMS OF EMPLOYMENT:** Annual appointment under compensation agreement

**EVALUATION:** N/A

**COMPENSATION:** Non-Faculty Coach Increment paid at the end of the season

**PERFORMANCE RESPONSIBILITIES:**

1. Assist the Head Coach with instructing students in the rules, regulations, equipment, and techniques of the sport.
2. Organize and direct individual and small group practice activities/exercises as directed by the Head Coach.
3. Assess players' skills, monitor students during competition and practice, and keep the head coach informed of the athletic performance of students.
4. Assist with determining game strategy.
5. Assist the Head Coach with supervising athletes during practices and competition.
6. Follow established procedures in the event of an injury.
7. Promptly submit required documentation in an accurate and timely manner.
8. Model sportsman-like behavior and maintain appropriate conduct towards students, officials, and spectators. Display respect to colleagues, parents, students and athletes.
9. Maintain the equipment room in orderly condition and assume responsibility for its security.
10. Distribute equipment, supplies, and uniforms to students as directed by the head coach.
11. Assist the Head Coach with submitting a list of award winners at the end of the season.
12. Be present and on time for practice, events and/or games, and bus transportation to and from events and/or games as assigned by Head Coach, Principal, and/or District Athletic Director.
13. Refrain from using any and all profane and/or inappropriate language while on campus and/or during the performance and duties of the assigned position listed below.
14. Dress appropriately for practices and/or games.
15. Comply with all state and national governing board rules, where applicable (e.g., BESE, LHSAA).
16. Refrain from the use of tobacco products on school campus, school buses, at sporting events, or during any other school-sponsored activity.
17. Attend semi-annual or annual athletic or extracurricular recognition ceremonies and faculty meetings, unless excused or exempted by the School Principal.
18. Perform support tasks such as distributing and maintaining eligibility forms, emergency data cards, and other related records.
19. Model non-discriminatory practices in all activities.

**PROFESSIONAL RESPONSIBILITIES:**

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep direct supervisor informed of the progress being made in area(s) of responsibility.
8. Report to the Lincoln Parish School Board as needed or directed.
9. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
10. Complete and submit all forms, reports, documentation, and trainings by required dates and in accordance with district policies and procedures.
11. Remain open to suggestions and innovative ideas; receive and apply feedback.
12. Demonstrate competence in areas of responsibility.
13. Exert every effort to constructively involve stakeholders in all professional settings.
14. Communicate appropriately and work effectively with all populations.
15. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
16. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
17. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

*While the operation of the Lincoln Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.*

**I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.**

Employee Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_