

## **Assistant Athletic Coach Job Description**

**TITLE:** Assistant coach (sub varsity high school)

### **QUALIFICATIONS:**

- a) Valid State of Connecticut Five-Year Renewable Coaching certification or temporary certification
- b) Previous coaching experience in assigned athletic
- c) Has knowledge and background in the assigned athletic
- d) Possesses a strong understanding of the academic mission of the Madison Public Schools and the role athletics plays to support that mission
- e) High school graduate, 18 years of age with current first aid and CPR certifications

**REPORTS TO:** Head Coach and Director of Athletic Programs

**SUPERVISES:** Student-athletes and team assigned. Assumes supervisory control over all student-athletes in program when such control is needed.

### **JOB GOAL:**

- 1. Provide instruction that will lead to the formulation of character including moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence
- 2. To instruct student-athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success

### **GENERAL DUTIES AND RESPONSIBILITIES:**

- a) Has a thorough knowledge of all the athletic policies approved by the Board of Education and is responsible for its implementation.
- b) Has knowledge of the existing school district, state and league regulation; implements them consistently.
- c) Understands the proper administrative line of command and refers all student and parent requests of grievances through proper channels. Is aware of all public/staff/departmental meetings that require attendance.
- d) Maintains discipline and works to increase morale and cooperation within the school athletics program and school community.

### **MANAGERIAL DUTIES:**

- e) Assists the head coach in confirming contest, practice and transportation schedules.
- f) Assists in preparation for scheduled athletic events or practices and adheres to scheduled facility times. Coordinates program with maintenance and school employees.
- g) Provides documentation to the Director of Athletic Programs needed to fulfill state and system requirements concerning physical examinations, parental consent and eligibility.
- h) Provides proper safeguards for maintenance and protection of assigned equipment sites

### **SUPERVISION OF STUDENT-ATHLETES:**

- i) Provides training rules and other athletic specific regulations to each candidate.
- j) Supervises practices, games and team trips. Takes all necessary measures to safeguard each participant.
- k) Directs student managers and statisticians.
- l) Implements school conduct code. Delineates due process when the enforcement of discipline is necessary. Contacts parents when a student is alleged to have violated the athletic code.

**EQUIPMENT AND FACILITIES:**

- m) Is accountable to the head coach for all equipment. Collects the cost of any equipment lost or not returned.
- n) Recommends to the head coach budgetary items for next year in his area of the program.
- o) Monitors equipment rooms and coaches' offices and authorizes who may enter.
- p) Permits the student-athletes to only be in authorized areas of the building at the appropriate times.
- q) Examines locker rooms and busses before and after practices and games, checking on general cleanliness of the facility or vehicle.
- r) Secure all doors, lights, windows and locks before leaving building if custodians are not on duty.
- s) Instills in each player a respect for equipment and school property, its care and proper use.

**PROGRAM RESPONSIBILITIES:**

- t) Assists the head coach in carrying out his responsibilities.
- u) Instructs team members' concerning changes in rules. Teaches fundamentals of the athletic activity as outlined by the head coach
- v) Maintains a record of team statistics.
- w) Works within the basic framework and philosophy of the head coach of that athletic program.
- x) Attends all staff meetings and carries out scouting assignments as outlined by the head coach.
- y) Supervises players before and after practice. Adequately prepares and help players.
- z) Helps in the planning and implementation of in-season conditioning and weight programs.
- aa) Conducts discussions about the program and personnel with other coaches in private.
- bb) Strives to improve skills by attending clinics and using resources made available by the program.
- cc) Attends contests of other teams in the program when possible.
- dd) Performs other duties that are consistent with the nature of the position and that may be required by the athletic program.

**DESCRIPTION OF PROGRAMS:****Varsity Athletics**

The varsity athletic programs at Daniel Hand High School are highly competitive. Team selection is based upon those student-athletes that try out for the team and judged to have the talent and potential to help that team achieve its goals. The varsity teams compete in the Southern Connecticut Conference and against non-conference opponents that support programs of equally talented student-athletes. The goal of varsity athletics is to refine the skills and performance of the team and student-athlete in attempt to achieve peak performance and to provide Daniel Hand with the best possible chance for success in the competitive arena.

**Junior Varsity Athletics**

The purpose of junior varsity athletics at Daniel Hand High School is to provide a developmental and competitive environment for those student-athletes that were not selected for the varsity squad. Junior varsity athletics provides the student-athlete the opportunity to gain valuable experience, knowledge and skill required for varsity competition. At times junior varsity student-athletes may be asked to participate in a varsity contest by the head coach. An invitation to play in a varsity contest should not be construed as a permanent move to the varsity squad. Seniors are not eligible to compete on teams at this level.

**Freshmen Athletics**

Freshmen athletic programs at Daniel Hand High School allow 9<sup>th</sup> grade student-athletes the valuable opportunity of playing time and exposure to the expectations of the high school program. The goal of the freshman athletics program is to allow as many opportunities as reasonably possible for 9<sup>th</sup> graders to be introduced to the commitment of high school athletics.

