

## MARION COUNTY JOB DESCRIPTION

Position Title: Assistant Coach  
Department: Athletics  
Reports to: Principal of School or Designee  
Approved by: Marion County Board of Education Date: November 2024

**SUMMARY:** As an assistant coach, supervises and educates in the overall program of athletics

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Knowledge of fundamentals of assigned sports
- Knowledge of health and safety regulations
- Interpersonal skills using tact, patience, and courtesy
- Understand and follow oral and written directions
- Read, interpret, apply, and explain rules, regulations, policies, and procedures
- Lift heavy objects
- Select and instruct student athletes
- Teach individual fundamental skills, team plan, team strategy, and rules and regulations of the game
- Teach good sportsmanship and self-control
- Ensure eligibility of participants, including insurance coverage and parent consent
- Assist students by providing a proper role model, emotional support, patience, a friendly attitude, and general guidance
- Conduct learning experiences with small groups of student athletes
- Assist in the recommendation of the purchase of equipment, supplies, and uniforms as appropriate for the health, safety, and welfare of student athletes
- Assist in promoting sports in the school and community
- Organize and supervise practices
- Foster school-parent relations by maintaining good communication
- Establish and enforce the physical, academic, and training requirements of eligibility for participation
- Demonstrate loyalty and dedication to the purposes and goals of Marion County Public Schools

**SUPERVISORY RESPONSIBILITIES:** Carry out responsibilities in accordance with the organization's policies and applicable laws

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below*

*are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- High school diploma or G.E.D. certificate
- 64 semester hours (minimum) of college credit, or completion of approved KHSAA professional development training
- At least 21 years old
- Has met the requirements of a criminal records check as specified by Kentucky state law
- Has met the health requirements as specified in district personnel policy
- Successful completion of first aid course and CPR certification, as well as any other applicable training requirements as specified by KHSAA by-laws or Marion County Public Schools
- Demonstrated knowledge of sporting rules, regulations, and guidelines

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before administrators, staff, parents and students.

**TECHNOLOGY SKILLS:** Ability to use technology, access and manipulate data, enhance professional growth and productivity, and communicate and collaborate with students, staff, administrators, and parents/community

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to sit; walk and stand; travel from building to other sites. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually not quiet.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.