



# NORTHEASTERN YORK SCHOOL DISTRICT

## JOB DESCRIPTION

Job Title: High School Assistant Coach	Location: Northeastern High School
Salary Grade: as per coaches salary matrix	Classification: Extra-Curricular
Date: March 11, 2024	Direct Supervisor: High School Head Coach/Athletic Director/ Building Principal

### Job Summary:

To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the coach must instruct and demonstrate behaviors that lead to socially acceptable character development, self discipline, self confidence, and pride of accomplishment in the student athletes. To upgrade his/her knowledge and skills through coaching clinics, observations, consultation, etc.

### Essential Functions/Responsibilities:

#### Operation

- Assume complete charge of the team and its operation in the absence of the Head Athletic Coach.
- Identify and work with problem situations.
- Scout the play of opposing teams as time and budget permit and as designated by the Head Athletic Coach.
- Assist the Head Athletic Coach in preparing student-athletes, equipment, supplies, athletic fields and/or gymnasium and in instructional, training and practice sessions.
- Assist the Head Athletic Coach in operational areas, i.e., distribution of uniforms and equipment, inventory of equipment and supplies, supervision of student-athletes transported to away events, etc.

#### Organization

- Recommend the organization and supervision of the areas of responsibility to meet approved objectives of the athletic activity.

#### Personnel

- Coordinate all aspects of student eligibility, parental permission, physical examinations and insurance coverage as assigned by the Head Athletic Coach.
- Work with the team to develop a spirit of good sportsmanship and fair play, and to establish and maintain the physical fitness and mental alertness of each individual athlete.

#### Finance

- Assist the Head Athletic Coach in developing budget requests for the team's activities.

**Relationships**

- The Assistant Athletic Coach will be under the direction of and accountable to the Head Athletic Coach.
- The Assistant Athletic Coach will establish and maintain such other relationships as are required to carry out the job responsibilities.

**Competencies:**

- Strong verbal, interpersonal, and written expression skills.
- Effective colleague, parent and student communication skills.
- Problem-solving skills and technology proficiency.

**Education and Experience:**

- Previous successful coaching experience in assigned sport.
- Other education/experience as accepted by the school board and administration.

**Additional Requirements:**

- Must demonstrate extreme flexibility, provide excellent communication, and follow directives issued by supervisors.
- It is the responsibility of the Assistant to support and adhere to all decisions of the Head Coach. To assist the Head Varsity Coach in all matters pertaining to the conduct of the sport. Perform all duties as set forth by the Head Coach to the best of his/her ability.
- Perform all duties assigned by the Head Varsity Coach.
- Shall offer input to the Head Varsity Coach on all matters pertaining to the conduct of the sport.
- Shall accept and follow the guidance and direction of the Athletic Director when called upon to do so by the High School Principal.

Approvals / Additional Supervisors: Athletic Director and Building Principal

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*

