



## North Chicago Community Unit School District #187 Position Description

**POSITION TITLE:** Assistant Coach

**LOCATION:** North Chicago Community High School

**REPORTS TO:** Athletic Director

**PRIMARY FUNCTION:** To carry out the aims and objectives of the sports program as outlined by the Head Coach. To instruct athletes in individual and team fundamentals, strategy and physical training necessary for them to realize a degree of individual and team success.

### **QUALIFICATIONS:**

- Has a valid Illinois coaching certification.
- Previous coaching experience in assigned sport is desirable.
- Has knowledge and background in the assigned sport.

### **ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

- Has thorough knowledge of the athletic policy approved by the District 187 Board of Education and is responsible for its implementation.
- Knowledge of the existing system, state and league regulation; implementation same consistently.
- Understands the proper administration line of command and refers all students and parent requests or grievances.
- Maintains discipline and works to increase morale and cooperation within the school sports program.

### **ADMINISTRATIVE DUTIES:**

1. Assists the Head Coach in scheduling, providing transportation to tournaments and special events.
2. Assists in the necessary preparation to hold scheduled sport events or practices and adheres to scheduled facility times. Coordinates programs within maintenance and school employees.
3. Provides documentation to the Coordinator of Athletics/Activities to fulfill state and system requirements concerning physical examinations, parental consent and eligibility.
4. Provides proper safeguards for maintenance and protection of assigned equipment sites.
5. Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant.
6. By his presence at all practices, games and while traveling, provides assistance and guidance to and safeguard for each participant.
7. Directs student managers and statisticians on respective teams.

8. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary. Contacts parents when a student is dropped or becomes ineligible.

#### **PROGRAM RESPONSIBILITIES:**

1. Assists the Head Coach in carrying out his responsibilities.
2. Makes press releases and school announcements.
3. Instructs team members as to changes in the rules and teaches fundamentals of the sport as outlined by the Head Coach.
4. Maintains a record of team statistics and requirements for lettering (for both Head Coach and Coordinator of Athletic/Activities).
5. Works within the basic framework and philosophy of the Head Coach of that sport.
6. Attends all staff meetings and carries out scouting assignments as outlined by the Head coach.
7. Arrives early enough before practices, contests and meetings to adequately prepare and remain long enough afterwards to help players with problems to become involved in staff discussions.
8. Helps in the planning and implementation of both in-season and out-of-season conditioning and weight programs.
9. Never criticizes, admonishes or argues with the Head Coach or any staff member.
10. Strives to improve skills by attending clinics and using resources made available by the Head Coach.
11. Attends most of the contests, when possible, of other teams in the program.
12. Performs such other duties that are consistent with the nature of the position and that may be requested by the Head Coach.

#### **EQUIPMENT AND FACILITIES:**

- Is accountable to the Head Coach for all equipment. Collects the cost of any equipment lost or not returned. Arranges for issuing and storing of equipment and submits to the Head Coach an annual inventory of current records concerning the same.
- Recommends to the Head Coach budgetary items for next year in his area of the program.
- Monitors equipment rooms and coaches' offices and authorizes who may enter.
- Permits the athletes to only be in authorized areas of the building at the appropriate times.
- Examines locker rooms before and after practices and games, checking on general cleanliness of the facility. Responsible for cleanliness and maintenance of specific sport equipment.
- Secures all doors, lights, windows and locks before leaving building if custodians are not on duty.
- Instills in each player a respect for equipment and school property, its care and proper use.

#### **SUPERVISES:**

Athletes and team assigned to her/him and assumes supervisory control over all athletes in the program when such control is needed.

#### **DISTRICT CORE COMPETENCIES:**

1. Achievement focus
2. Cultural competence

3. Classroom environment leadership
4. Collaborative communicator/team player
5. Reflective learner
6. Innovative

**SALARY RANGE:** Stipend; check the rates in the [Collective Bargaining Agreement](#)

This description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. Scheduling flexibility is required to accommodate changing school/district needs. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

*The North Chicago Community Unit School District #187 is an Equal Opportunity Employer with established policies prohibiting discrimination on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, genetic information, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, credit history unless a satisfactory credit history is an established bona fide occupational requirement of a particular position or other legally protected categories. The Superintendent of Schools/designee (847-689-8150) addresses questions regarding student discrimination, and the Director of Human Resources (847-689-8150) answers questions concerning staff discrimination.*