TITLE: **Assistant Coach**

QUALIFICATIONS:

1. Shall possess the personal and professional qualities which will ensure a high quality of leadership and instruction.
2. Demonstrated aptitude for successful fulfillment of assigned performance responsibilities.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Head Coach/Athletic Director/Building Principal.

JOB GOAL: To assist the Head Coach in conducting a program, in a particular sport, which recognizes the needs, capacities, and welfare of all participants at their respective age and grade level, and provides an opportunity for the maximum development of performance skills, good sportsmanship, fair play, and ethical conduct.

PERFORMANCE RESPONSIBILITIES:

1. Encourage all prospective candidates to turn out for an athletic team, encourage good scholarship and desirable pupil-teacher relationships.
2. Have an understanding of the rules and regulations regarding the sport as presented in the OSAA handbook and Eastern Oregon League Constitution and By-Laws.
3. Report to the Head Coach and teach the basic fundamentals of the sport as directed by the Head Coach.
4. Keeps the safety and welfare of his/her athletes above all other considerations.
5. Carries out the athletic program which has been established by the Head Coach.
6. Reports and records any injury requiring medical attention immediately.
7. Is responsible for the condition of his/her facilities following a practice. All doors shall be locked and lights turned off.
8. Must know and understand all athletic and coaching regulations and procedures of the district.
9. Supervises any bus trip (to and from a contest) in which his/her athletes are involved.
10. Sees that all team members present a neat appearance while traveling.
11. Sees that the players do not damage or deface property or in any way detract or interfere with the host schools' program when an athletic team is on an away-from-home trip.
12. Sees that all team members ride the team bus to and from all athletic events unless released by the coach to his/her parents or legal guardians. To release a player to anyone other than a parent, a note signed by a parent and approved by the administration, must be presented to the coach before the team departs from the school. Students cannot stay overnight and meet the team the next day for a contest. If the team comes home, all come home.
13. Always conduct themselves as ladies or gentlemen before the public, no matter what the circumstances.
14. Is responsible for the selection of their own manager's, and shall be responsible for the manager's conduct during team practice, participation, and travel.
15. Does not leave a practice unsupervised; if unable to be there, cancel practice. Students must be supervised at all times. Negligence in this area may leave personnel liable for legal action.
16. Make sure that a completed physical form (for 7`n 9`n and 11`h grades) and parents signatures for permission to participate have been obtained before they begin practice.
17. Must notify the parent or guardian, and complete the appropriate insurance and accident forms when a participant is injured.
18. Reports to the Head Coach and Athletic Director, any addition in team rosters throughout the season for OSAA clearance before practice is allowed.
19. Assist the Head Coach with a postseason inventory.
20. Assists the Head Coach in determining budget requests.
21. Submits a travel schedule for away trips at least seven (7) days in advance of the season beginning.

22. The Athletic Director will do the scheduling of events. Coaches are to make recommendations to the Athletic Director of their preference
23. Does not allow students in the equipment room.
24. Keeps all equipment numbers, along with a list of students to whom it is issued, and informs the students of said list so that they will keep track of the equipment they were issued.
25. Supports each coach and tries to attend the games, meets, matches, plays, and concerts when possible.
26. Must be 15 Passenger Mini-Bus certified
27. Must be certified through the NFHS Coaches Certification Program formerly (ASEP).
28. When assistant coaches are given JV coaching assignments, their system of play will be designated by the Head Coach. He/she will have the same responsibilities as listed for head coach, where applicable.
29. Meets, at the end of the season, with the other coaches in their respective sports, to discuss where improvements may be made.
30. Keeps, and turns in to the Athletic Director, all receipts for purchases of meals, gas, etc..
31. Performs such other tasks, related to coaching, which may from time to time be assigned by the Head Coach or Athletic Director.

CONDITIONS OF EMPLOYMENT:

1. Assignment for a coaching position is for one school year only.
2. Seniority shall not be considered in selection of a head coach nor assistant coaches unless skill and ability are equal in each sport. The most able, trained, and skilled shall be the head coach and assistant coaches in each sport except as hereinafter limited.
3. No coach shall allow a student to participate in after school activities while the same interferes with a student's academic work, nor while suspended from school or activities for disciplinary reasons.

TERMS OF EMPLOYMENT:

The contract for coaching will be on a separate contract. Number of working days shall correspond with the number of days in that particular activity season. Salary shall be set by the current collective bargaining contract.

EVALUATION:

Performance of this job will be evaluated annually by the Athletic Director and Head Coach in accordance with provisions of the District Policy.

CONDITIONS OF INVOLVEMENT:

1. Background check will be performed prior to the coach working with Nyssa School District students/athletic programs.

2. Nyssa School District reserves all rights in the assignment of coaches.

Building Principal/Athletic Director: _____

Head Coach: _____

Volunteer Coach: _____

DATE: _____