

ORCAS ISLAND MIDDLE SCHOOL ASSISTANT COACH JOB DESCRIPTION

GENERAL FUNCTIONS:

Has responsibility for assisting the head coach with organizing the particular sports program they are involved in at the assigned school. This position assists with conducting practices, motivating student and instructing student athletes in game strategies and techniques. Follows all rules, policies and procedures of the League, District, and school. Is responsible for knowing the rules of the Washington Interscholastic Athletic Association (WIAA), Northwest 1A/2B Conference and the Orcas Island School District policies.

SPECIFIC FUNCTIONS:

- Compiles with WIAA coaching clock hour program, annually completes WIAA general rules clinic, and WIAA approved rule clinic for the sport being coached, concussion certification and sudden cardiac arrest training as required.
- Complete Safe Schools training as required by Orcas Island School District.
- Keep abreast of new knowledge, ideas and techniques relating to his or her sport.
- Is responsible for assisting in practice sessions for his/her sport within the confines of the time(s) agreed upon by the Head Coach. This time will include the supervision of the locker room.
- Is responsible for assisting in keeping records for the head coach.
- Is responsible for attending meetings (district, school and league) pertaining to his/her sport as directed by the Head Coach and/or Athletic Director.
- Is responsible for the general health and welfare and safety of athletes.
- Is aware of all safety procedures necessary for their specific sport and relays these procedures to the athletes as directed in conjunction with Head Coach
- Is in charge of assignments and duties of the assistant coaches (volunteer and contracted) working with his/her sport.
- Is responsible for assuring that all rules, procedures and policies are followed.
- In conjunction with the Head Coach, Is responsible for the general upkeep, protection, distribution, collection and inventory of all equipment.
- Is responsible for the appropriate use of school facilities and property.

- May be asked by the Head Coach to organize, direct, and supervise practice sessions and dressing room facilities any time they are being used by his/her team members.
- The Assistant Coach must ride the bus to/from all events and follow rules governing in and out-of-state travel.

MINIMUM QUALIFICATIONS:

1. Comply with drug-free workplace rules and board policies.
2. Relevant coaching experience or significant knowledge of the sport.
3. Knowledgeable about interscholastic athletic program regulations on and off season.
4. Documentation of a clear criminal record
5. Must be at least 19 years of age.

PHYSICAL AND ADDITIONAL REQUIREMENTS:

1. Duties may require bending, crouching, kneeling, reaching, standing, lifting, carrying and moving work related supplies/equipment.
2. Duties may require operating and/or riding in a vehicle.
3. Duties may include traveling to meetings and work assignments.
4. Duties may require working extended hours and working under time constraints to meet deadlines.
5. Potential exposure to adverse weather conditions and temperature extremes.
6. Potential for exposure to blood-borne pathogens and communicable diseases.

OTHER DESIRED QUALIFICATIONS:

1. Classroom teaching experience.
2. College/HS/MS playing and/or coaching experience.

The Orcas Island School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Section 504/ADA Coordinator: Lorena Stankevich, Special Education Director, 360-376-1561, lstankevich@orcas.k12.wa.us
Orcas Island School District, 557 School Rd., Eastsound, WA 98245

Civil Rights Compliance Coordinator: Eric Webb, Superintendent, 360-376-2284, ewebb@orcas.k12.wa.us
Title IX coordinator: Eric Webb, Superintendent, 360-376-2284, ewebb@orcas.k12.wa.us
Orcas Island School District, 557 School Rd., Eastsound, WA 98245