



JOB DESCRIPTION

ASSISTANT COACH

TITLE: Assistant Coach

SALARY SCHEDULE: Supplemental Salary Schedule

RESPONSIBLE TO: Head Coach/Athletic Director

SUMMARY:

To assist the Head Coach with the implementation of the respective sports program, to help organize practices, review game strategies and support student athletes.

ESSENTIAL DUTIES:

1. Ensure safety of students
2. Ensure the proper conduct and actions of team players at all times
3. Assist the Head Coach in issuing equipment and keeping accurate records of all equipment issued
4. Collect all equipment at the end of the season
5. Inventory, distribute and procure all equipment
6. Assign lockers and oversee the condition of the locker room
7. Attend coaches meetings
8. Assist players in the care and prevention of injuries
9. Attend rules interpretation meetings
10. Instruct players in the proper use of body building equipment, training and nutrition
11. In cooperation with the Operations Dept. (Maintenance) prepare outside facilities for all practice sessions
12. Schedule, plan and conduct all practice sessions and scrimmages
13. Prepare and distribute playbooks to all players
14. Develop and enforce training rules
15. Organize filming of all games where appropriate
16. Present and discuss films from previous scrimmages

17. Review and evaluate all game films
18. Schedule and conduct meetings to discuss future opponents
19. Communicate with classroom teachers to determine the achievement level of each player
20. Participate in awards program by distributing awards to the players
21. Instruct and supervise managers in game and practice preparation
22. Evaluate players after each game and at the end of the season
23. In cooperation with the Head Coach, oversee player conditioning
24. Check, repair and fit equipment
25. In cooperation with school Athletic Director, supervise team managers
26. Supervise players in daylong practices, meetings and locker room activities
27. Supervise players on bus trips to away games/scrimmages
28. Assist High School Head Coach from press box and/or on sidelines
29. Assist Head Coach with game films
30. Prepare offensive and defensive strategies
31. Attend varsity high school games
32. Participate in public relations activities
33. Attend clinics, camps and seminars
34. Be responsible for the enforcement of all rules of the O.H.S.A.A.
35. Possess a thorough knowledge of all the Athletic Rules and Regulations as stated in the "Coaches Handbook"
36. Work within the basic framework and philosophy of the Head Coach of that sport
37. Attend off-season weight lifting and physical conditioning
38. Make contacts with the public with tact and diplomacy. Interact in a positive manner with staff, students and parents. Respond to routine questions and requests in a timely, appropriate manner
39. Maintain respect at all times of confidential information
40. Act professionally at all times
41. Attend meetings and in-services as required

OTHER DUTIES AND RESPONSIBILITIES:

1. Scout for players within the student population at facility.
2. Assist the Athletic Director in collecting all necessary fees from players
3. Correspond with college and university personnel to assist players in acquiring athletic scholarships
4. Ensure players meet necessary requirements regarding insurance, physical card, eligibility forms, and athletic waivers
5. Take attendance at practices
6. Serve as a role model for students
7. Interact with Superintendent and/or Board of Education and present information as requested
8. Perform other related duties as determined by the Athletic Director

QUALIFICATIONS:

1. Must meet all Parma City School District and Ohio Department of Education licensure requirements.
2. CPR/AED certification
3. Pupil Activity Permit issued by the State Department of Education

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to work effectively with others
2. Ability to communicate ideas and directives clearly and effectively both orally and in writing
3. Effective, active listening skills
4. Organizational and problem solving skills
5. Basic first aid
6. Knowledge of the specific sport
7. Ability to teach specific sports techniques

EQUIPMENT OPERATED:

1. Standard office machines
2. Motor vehicle
3. Weight equipment
4. Sport-specific equipment

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 position. **Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

1. While performing the duties of this position, the employee is frequently required to stand, talk, hear, and sometimes walk and sit. Occasional exposure to blood, bodily fluids and tissue, exposure to inclement weather conditions, interaction with unruly children, requirement to travel; frequent evening/weekend/summer work
2. While performing the duties of this position, the employee may occasionally push, pull, carry or lift up to 30 lbs.
3. The employee is responsible for the safety or well-being of other people.
4. Specific vision abilities required by this position include color and close vision, such as the ability to read handwritten or typed material and the ability to adjust focus.
5. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.
6. Move from building to building and be able to carry materials.
7. Use of personal vehicle is required in order to perform the minimum service.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

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

Adopted:
02/22