

**RICH TOWSHIP HIGH SCHOOL DISTRICT 227**

**ASSISTANT COACH**

**TITLE:** Assistant Coach

**REPORTS TO:** Assistant Principal for Athletics & Activities

**TERMS OF EMPLOYMENT:** Employment based on Board of Education approval

**SEASON REQUIREMENTS:** According to the IHSA standardized calendar (season start to state finals)

**FINANCIAL:** Stipend as established by the Agreement

**QUALIFICATIONS:**

1. Valid Illinois teaching license or approved IHSA coaching certification
2. Preferably employed as a teacher in District 227
3. Availability to run summer youth programs
4. Substantial previous coaching experience in assigned sport
5. Ability to organize, supervise and implement a total sports program
6. Must be in compliance with IHSA mandated coaching requirements
7. Knowledge of the technical aspects of the sport and a commitment to professional development in the field

**OVERALL RESPONSIBILITIES:**

1. Establishes and implements the fundamental program philosophy and annual program goals under the direction of the head coach.
2. Provide practice and supervision for teams and/or individuals for competition including all IHSA competitions.
3. Implements all athletic policies as developed and approved by the Board of Education.
4. Conforms to all IHSA and SAC regulations.
5. Trains and prepares varsity, sophomore or freshman teams and individuals for SAC conference and non-conference competition.
6. Understands the administrative chain of command and refers all program requests and grievances through the head coach.
7. Works collegially with other program assistant coaches, activity sponsors and school personnel.
8. Attends practice daily and helps establish practice plans as directed by the head coach.
9. Supervise all students before, during, and after practice and at competitions.
10. Supervise the locker room before and after practice.
11. Perform duties of Head Coach in their absence.
12. Complete all IHSA Rule Meetings and administrative requirements.

## **ADMINISTRATIVE RESPONSIBILITIES:**

1. Assists in necessary game and practice facility preparation as directed by the head coach and adheres to scheduled practice times.
2. Assists the head coach in completing an annual inventory of all program equipment and uniforms.
3. Provides training rules and regulations to each athlete.
4. Works collaboratively with the athletic trainer.
5. Directs all student managers, assistants and statisticians as required by the head coach.
6. Establishes team rules and enforces the Athletic Code of conduct.
7. Responsible, in conjunction with the head coach, for maintaining good and positive public relations with the news media, and other program stakeholders.
8. Assists the head coach in scouting and other pre-game preparation.

## **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear, and use hand and fingers to operate a computer keyboard and telephone. Frequent sitting and occasional walking are also required.

REVISED: OCTOBER 2014