



JOB DESCRIPTION

Assistant Athletics Coach

DEPARTMENT: Academics	SCHEDULE: Athletics
REPORTS TO: Principal/School Athletic Director	WORKDAYS: Supplement
CLASSIFICATION: N/A	FLSA STATUS: N/A
PCS CODE: N/A	DATE: April 2025

Our Mission: In partnership with our community, we empower students to discover their potential and prepare for a successful future.

Our Core Values: Belonging, Learning, Continuous Improvement and Joy

Our Vision: Richland Two is a dynamic school district committed to creating an environment where students feel connected, engaged, and supported so that they can experience academic and personal achievement.

POSITION SUMMARY

Under general supervision, assists the coaching staff of the designated varsity, sub-varsity, or middle school sports program to create a productive, disciplined team culture and to develop student athletes who demonstrate positive influences in their school. Contributes to a positive climate that promotes respect, tolerance, and cooperative problem-solving for all student athletes.

MINIMUM REQUIREMENTS

Education:

High School Diploma required.

Certification/License:

Must possess a valid South Carolina driver's license or government issued picture ID.

Work Experience:

Playing experience at the secondary or college level is preferred. Coaching experience at the secondary or college level is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of South Carolina High School League rules, policies, and procedures.
- Knowledge of District policies and procedures that pertain to the specific responsibilities of the position.
- Knowledge of District and school safety and security procedures.
- Knowledge of student athlete development and coaching in the designated sport.
- Ability to effectively contribute to a varsity, sub-varsity, or middle school athletics program in a designated sport.

- Ability to develop skill levels and motivate student athletes in a positive manner.
- Ability to effectively communicate with students, parents, school, and District staff in oral and written form.
- Ability to apply judgment and complex logic in defining problems, collecting information, and drawing valid conclusions.
- Ability to manage frequent interruptions in a flexible manner and difficult, stressful situations in a professional and appropriate fashion.
- Ability to maintain high standards of organization, accuracy, and timeliness in exercising duties.
- Ability to work independently and as a productive member of a coaching team.
- Ability to thrive in a school-based athletics environment.

ESSENTIAL DUTIES

- Assists the coaching staff to communicate a clear vision for the team's success and fosters a positive, motivating environment for the team.
- Stays informed and in compliance with all relevant South Carolina High School League rules, regulations, and procedures.
- Accepts responsibilities as appropriate to provide adequate supervision for the team. Assists in the supervision of practice sessions that are appropriate for the age and ability level of the student athletes; employs a variety of strategies focused on student athlete development, successful execution of game strategies, and maximizing allocated practice time.
- Follows directions from the head coach and senior coaching staff to implement successful game plans, including strategic decisions to adjust for opponents' strengths and weaknesses.
- Follows directions of the head coach and senior coaching staff to improve one's coaching abilities.
- Fosters teamwork and emphasizes student athlete safety, responsibility, and sportsmanship. Ensures a safe, orderly environment that encourages student athletes to take responsibility for their behavior.
- Carefully supervises and monitors assigned student athletes in various activities and settings, including the gym, practice areas, playing fields, travel to events, etc.
- Assists and enforces school rules, Board policies, and administrative regulations.
- Maintains accurate, up-to-date records as requested by the head coach.
- Establishes a professional rapport with students and staff that fosters their respect. Displays the highest standards for ethical and professional behavior while working with students, parents, school personnel, District staff, community members, and other parties. Maintains appropriate, timely communication and collaboration with parents and student athletes, as requested.
- Promptly reports incidents or concerns such as fights, suspected alcohol or substance abuse, possession of weapons, student or other health/safety concerns, etc., adhering to appropriate policies and procedures.
- Promptly reports suspected instances of child abuse and/or neglect as required by applicable South Carolina laws, District policies, and school procedures.
- Adheres to the highest standards of confidentiality concerning sensitive matters, students, and staff.
- Willingly performs other duties as assigned by the supervisor.

PHYSICAL ABILITIES AND WORKING CONDITIONS

The physical abilities and working conditions are representative of, but not intended to be, an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, Local, or District authorities, the requirements of this position may change to best serve the needs of our students.

Vision: Ability to read small print and view a computer screen for prolonged periods of time.

Hearing: Ability to tolerate exposure to noisy conditions.

Speech: Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone, computer, or virtual setting.

Upper Body Mobility: Ability to use hands to grasp and manipulate small objects; manipulate fingers; twist and bend at wrist and elbows; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

Strength: Ability to lift, push, pull and/or carry objects which weigh fifteen (15) or more pounds on a frequent basis.

Environmental Requirements: Ability to work cooperatively with others; work independently; work indoors; work outdoors as necessary for the position.

Mental Requirements: Ability to read, write, understand, interpret, and apply information on a moderately complex level essential for successful job performance; math skills at a proficiency level appropriate to the position; sound judgement; the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understands and adequately manages stressful situations.

Additional Work Conditions and Physical Abilities: Ability to stand and walk for extended periods. Seasonal travel is required; limited overnight travel required. Reliable transportation required.

Richland School District Two is committed to providing equal access to educational and employment opportunities regardless of race, color, religion, national origin, disability, pregnancy, age, sex, sexual orientation, gender identity status, spousal affiliation, or any other protected characteristic, as may be required by law. As required by Title IX and its implementing regulations, 34 C.F.R. Part 106, Richland School District Two does not discriminate on the basis of sex in its educational programs and activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

This job description is intended to accurately reflect the duties, responsibilities, and requirements of the position. It is not intended to be, nor construed to be, an all-inclusive list of the knowledge, skills, abilities, essential duties, physical abilities and/or working conditions associated with the position. District management/administration reserves the right to modify, add, or remove duties and assign other duties as necessary.