



Rock Island-Milan School District #41

**JOB DESCRIPTION**  
**Assistant Coaches – High School**

**Football, Boys’ and Girls’ Cross Country, Cheerleading, Boys’ and Girls’ Golf, Boys and Girls’ Soccer, Boys’ and Girls’ Tennis, Volleyball, Boys’ and Girls’ Basketball, Boys’ and Girls’ Bowling, Boys’ and Girls’ Swimming, Wrestling, Baseball, Softball, Boys’ and Girls’ Track**

**POSITION INFORMATION:**

<b>POSITION TITLE</b>	Assistant Coaches – High School
<b>DEPARTMENT</b>	Athletic Department
<b>DATE CREATED/AMENDED</b>	September 15, 2020
<b>LOCATION</b>	RIMSD 41 Schools
<b>FULL-TIME/PART-TIME</b>	Part-Time
<b>APPOINTMENT TERM</b>	4-5 Months
<b>FLSA: EXEMPT or NON-EXEMPT</b>	Exempt
<b>REPORTS TO: TITLE of POSITION SUPERVISOR</b>	HS Varsity Head Coach
<b>OTHER INFORMATION</b>	Stipend Pay

**POSITION SUMMARY INFORMATION:**

*Under the direction of the High School Varsity Head Coach, the assistant coach will support the head coach to deliver quality coaching by motivating the ability of the athletes. The assistant coach will guide and instruct the sports team to deliver quality coaching to all the athletes. His/her duties will include providing students with new developments and strategies to plan effective training procedures.*

**Functions and Responsibilities:**

- Support head coach to deliver quality coaching by motivating the ability of the athletes
- Keep abreast of rules and strategies in the favor of the players and the team.
- Will assist the coach in making new registrations, compile eligibility reports, and keep statistics of the performance of the players.
- Will supervise over the players to come up in their weak areas and reinforce them to play in the spirit of the game.

- Maintain discipline among the players to abide by the timings for running drills and help them to perfect their skills in the face of offense and defense game positions.
- Will work in coordination of the other facilitators such as the Athletic Trainer to help the players to deliver their best.
- Will support and watch over the club development activities and issue the equipment required by the players.
- Motivate the players to play and build their confidence to face the loss and keep them grounded with a winning performance.
- Will perform duties as assigned by the head coach.
- Will assist in all athlete supervision before, during and after practices and games and in the locker rooms. Will ensure that no athlete is without a coach's supervision at any time.

**Required Education:**

Bachelor's degree from a four-year college or University; or one to two years related experience and/or training; or equivalent combination of education and experience.

**Required Qualifications:**

Two years of coaching a sport is highly recommended  
 Experience working with teens  
 Experience working with diverse groups and ethnicities

**Certifications, Licenses:**

Appropriate certification as required by the Illinois High School Association (IHSA) to include: IHSA approved coaching qualification, Performance Enhancing Substances (PES) Exam and concussion exams.

American Sport Education Program (ASEP) and National Federation of State High Schools (NFHS).

**Required Knowledge, Skills, and/or Abilities**

- The assistant coach must possess in-depth knowledge about the game he is specialized in.
- Must possess good motivation skills to enable the players to deliver their best.
- He must have good rapport with the members of the team as well as the head coach.
- Keep himself informed regarding the new strategies in use and help his team to perfect in that regard.
- He must have team spirit and imbibe these qualities and its importance in his players.

- Must possess an eye for details to scrutinize the mistakes made by the players to deliver.
- His skills must comprise keeping in touch with the parents and encourage the performance of the player with an optimistic approach.

**Physical Demands/Work Environment:**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and is generally a hazard free environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Acknowledgements:**

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other directives, and perform any other related duties as assigned by the Superintendent.

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Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date