

Snohomish School District No. 201
Snohomish, Washington
Job Description

Job Title: Extra Curricular - Assistant Coach

Division: Secondary Schools

Department: Secondary

Immediate Supervisor Job Title: Building Principal or his/her designee

Next Higher Supervisor Job Title: Superintendent

General Description: Under the supervision of the building principal assists the head coach in implementing a given sport program.

I. PERSONAL AND PROFESSIONAL RELATIONSHIPS

A. Personal Conduct

- Demonstrates self confidence
- Is enthusiastic about the sport
- Presents a positive role model for the athlete, i.e., appearance, language, and sportsmanship
- Places the welfare of the athlete above winning
- Exhibits self-control while disciplining athletes

B. Relationships With Athletes

- Demonstrates the ability to communicate with athletes
- Promotes academic achievement of athletes
- Respects the rights and individual differences of athletes
- Builds teamwork
- Refrains from using coaching position to inappropriately influence athletes
- Refrains from showing favoritism to athletes outside the athletic arena

C. Relationships with Head Coach/Volunteers/Assistant Coach

- Effectively communicates with the head coach/volunteers
- Effectively communicates with other assistant coaches

D. Other Relationships

- Demonstrates the ability to effectively communicate with parents (schedules, expectations, program goals, philosophy)
- Demonstrates the ability to effectively communicate with school staff
- Demonstrates the ability to effectively communicate with community members
- Demonstrates the ability to communicate with spectators
- Demonstrates the ability to communicate with game officials
- Demonstrates the ability to communicate with opposing coaches and teams
- Demonstrates the ability to communicate effectively with news media
- Acknowledges community programs and their impact on the school programs
- Cooperates with the athletic coordinator regarding logistics for a given sport or athletic program

II. PROCEDURAL ABILITIES

A. Rules and Regulations

- Adheres to league guidelines and district policies/procedures
- Demonstrates knowledge of the rules of the sport
- Is responsible for appropriate behavior of athletes on buses

B. Program Implementation

- Assists head coach with the instruction of athletes in the fundamental skills, strategies, and physical training necessary to realize individual and team success
- Arrives prior to events to adequately prepare
- Remains after events to help dismantle and store equipment
- Assists with the planning and implementation of in-season and out-of-season conditioning and weight programs
- Demonstrates ability to teach fundamentals
- Carries out scouting assignments as assigned by head coach
- Secures all doors, lights, windows and locks before leaving building if custodians are not on duty
- Recommends to head coach budgetary items for next year in program area
- Assists with the recording of team statistics and requirements for lettering (for both head coach and athletic advisor)

C. Support of Athletes

- Motivates athletes/team
- Works to maintain discipline, morale and cooperation among athletes
- Provides positive role model for athletes
- Provides assistance and guidance to, and safeguards for, each athlete by his/her presence at all practices, games and while traveling
- Assists athletes with problems, if applicable, and becomes involved in staff discussions regarding solutions to those problems

D. Equipment Management

- Manages inventory, storage, issuing and repair of equipment and supplies where appropriate
- Recommends replacement procedures (including fines, if necessary) for all lost or damaged equipment

III. PROFESSIONAL DEVELOPMENT

- Improves skills by attending WIAA approved clinics
- Is aware of annual WIAA handbook changes
- Improves skills by using resources made available by head coach

IV. QUALIFICATIONS

A. Education and Experience

- Must be at least 21 years of age
- Meet or be willing to meet the Washington Interscholastic Athletic Association coaching certification standards
- Valid Washington state teacher certification preferred
- Employment as a teacher or substitute teacher in Snohomish School District preferred
- Previous successful coaching experience in assigned sport preferred
- Substantial knowledge of technical aspects of the sport
- Willingness to examine new theories and procedures pertinent to the sport
- First Aid and CPR certificates preferred
- HIV/AIDS and Hepatitis B training

B. Knowledge, Skills, and Abilities

- Thorough knowledge of the athletic policy approved by the Snohomish School Board
- Knowledge of existing system, state and league regulations; interprets and implements same consistently for staff
- Knowledge of the appropriate administrative line of command and refers all student and parent requests or grievances through proper channels
- Knowledge of the skill and safety aspects of the sport and ways to effectively teach skills to students
- Ability to maintain discipline, morale, and cooperation
- Ability to show tact and good judgement
- Ability to problem solve
- Ability to remain calm in stressful situations

- Ability to be flexible, organized, and manage time effectively
- Ability to exercise sensitivity in dealing with individuals of diverse socio-economic backgrounds, cognitive and physical abilities as well as with individuals of diverse cultural and ethnic backgrounds

The statements above are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities and qualifications required of personnel so classified.

Revised: 4/2024