



## SOUTHAMPTON COUNTY PUBLIC SCHOOL DIVISION DEPARTMENT OF HUMAN RESOURCES

**Job Title:** Assistant JJV Coach  
**Location:** Southampton Middle School  
**Reports To:** Head Coach, in conjunction with the athletic director and respective principal

### GENERAL RESPONSIBILITIES

The job of Assistant Coach is done for the purpose/s of assisting the designing and implementing of the athletic program for the assigned sport in accordance with the applicable rules and regulations:

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Providing supervision of students during all aspects of the program.
- Serving as a positive role model to the student athletes and represents the Southampton County Public School district in a well-respected manner.
- Upgrading his/her knowledge and skills through coaching clinics, observations consultation, etc.
- Has thorough knowledge of all the athletic policies approved by the SCPS School Board and is responsible for its implementation.
- Understands the proper administrative chain of command and refers all student/parent requests or grievances through the proper channels.
- Maintains discipline and works to increase morale and cooperation within the school sports program.

### COACHING RESPONSIBILITIES TO THE STUDENTS:

- To demonstrate the character traits of trustworthiness, respect, responsibility, fairness, caring and citizenship.
- Give constant attention to a student athlete's grades and conduct.
- Be present at all practices, games and while traveling.
- Provide assistance, guidance and safeguards for each participant.
- Provide training rules and any other unique regulations of the sport to each athlete who is considered a participant.
- Understand the policies concerning injuries, medical attention and emergencies.
- Direct student managers, student assistants and statisticians.
- Determine discipline, help delineate procedures concerning due process when the enforcement of discipline is necessary and contacts parents.
- To foster a desire to win, an attitude of good sportsmanship, personal pride, and pride for their school and community.

### EQUIPMENT AND FACILITIES:

- Collect the cost of any equipment lost or not returned.
- Arrange for issuing and storing of equipment and submits to the head coach an annual inventory and current records concerning the same.
- Recommend to the head coach budgetary items for next year in his/her area of the program.
- Monitor the equipment rooms and coaches' offices and authorizes who may enter.

- Permit the athletes to only be in authorized areas of the building at the appropriate times.
- Examine the locker rooms before and after practices and games, checking on general cleanliness of the facility.
- Responsible for cleanliness and maintenance of specific sport equipment.
- Secure all doors, lights, windows and locks before leaving building if custodians are not on duty.
- Instill in each player a respect for equipment and school property, its care and proper use.

### **PROGRAM RESPONSIBILITIES:**

- Assist the head coach with instructing players in the rules, regulations, equipment, and techniques of the sport.
- Assess player's skills, monitor players during competition and practice, and keeps the head Coach informed of the athletic performance of the students.
- Maintain a record of team statistics and requirements for lettering. (For both head coach and athletic director)
- Work within the basic framework and philosophy of the head coach of that sport and assists with determining game strategy.
- Assist the head Coach with supervising athletes during practices and competition.
- Attend all staff meetings and carry out scouting assignments as outlined by the head coach.
- Model sport-like behavior and maintain appropriate conduct towards players, officials, and spectators.
- Arrive 15 minutes before practice, contests and meetings to adequately prepare and remains long enough afterwards to help players with problems or to become involved in staff discussions.
- Help in the planning and implementation of both in-season and out-of-season conditioning and weight programs. Attendance should be consistent.
- Never criticize, admonish, or argue with head coach or any staff member within ears or eyes of players or parents.
- Never leave practices, games, or any other contest where a student's attendance is requested until the last student has left.
- Perform other such duties that are consistent with the nature of the position and that may be requested by the head coach.

### **EDUCATION AND EXPERIENCE**

- Previous coaching experience in assigned sport is desired
- Has knowledge and background in the assigned sport
- The assistant coach must serve as an appropriate role model for student athletes through his/her instructions and actions

### **PHYSICAL REQUIREMENTS**

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

### **SPECIAL REQUIREMENTS:**

Possession of a valid driver's license

Regular and reliable attendance is an essential function of this position

*Southampton County Public Schools is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws in employment or any of its programs or activities. The Compliance Officer for Southampton County Public Schools for the above statutes is the Director of Human Resources. P.O. Box 96, 21308 Plank Road, Courtland, VA. 23837, (757) 653-2692*