

## JOB DESCRIPTION

Job Title: Assistant Coach  
 Department: Athletics & Activities  
 FLSA Status: Non-exempt  
 Revised Date: October 2021

Salary Schedule: Athletic Salary Schedule  
 Pay Range: varies by sport  
 Work Calendar: CHSAA Season  
 Hours Per Day: varies

### **SUMMARY:**

To assist the head coach in fostering an environment where academic integrity, social responsibility, respect for others, and competitive athletic excellence are highly valued. As well as helping and developing well rounded individuals both on and off the athletic arena.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

| Essential Duty / Responsibility Description                                                                                                                                                                                                                                                                                                                     | Frequency<br>Daily/Weekly/Monthly/Annually | % of Time   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-------------|
| 1. Assist with organizing, developing and providing appropriate supervision of the program at assigned level. This includes but is not limited to practices, games, team travel and locker room management.                                                                                                                                                     | D                                          | 25%         |
| 2. Assist head coach with developing and administering a process for open ongoing communication for administration, athletes, and parents. Developing partnerships with administration, coaches, community, and athletic department for the greater good of the school.                                                                                         | D                                          | 10%         |
| 3. Assist in executing procedures for proper skill development for all participants, including a process to thoroughly evaluate individual participants in the program, resulting in proper placement of each individual at the appropriate level for participation. This includes but is not limited to off-season workout plans.                              | D                                          | 20%         |
| 4. Support fundraising for the program's needs.                                                                                                                                                                                                                                                                                                                 | D                                          | 5%          |
| 5. Work collaborative with head coach and other assistant coaches to develop and implement the expectations for the specific athletic program.                                                                                                                                                                                                                  | D                                          | 10%         |
| 6. Responsible for understanding, adhering, and enforcing, all district Code of Conduct Policies, CHSAA By-Laws, and the sport(s) specific CHSAA Bulletin.                                                                                                                                                                                                      | D                                          | 5%          |
| 7. Assist in monitoring athlete attendance/behavior/academic status.                                                                                                                                                                                                                                                                                            | D                                          | 5%          |
| 8. Basic knowledge and understanding of the signs and symptoms of major injuries, including but not limited to concussions. Ability to administer approved first-aid procedures as necessary, including concussion protocols and administering CPR/AED. Additionally, collaboration with the building trainer for all return to play protocols and limitations. | D                                          | 5%          |
| 9. Assist in maintaining accurate and updated records of all equipment and uniforms. Timely completion of assigned administrative duties.                                                                                                                                                                                                                       | D                                          | 5%          |
| 10. Perform other duties as assigned.                                                                                                                                                                                                                                                                                                                           | ongoing                                    | 10%         |
|                                                                                                                                                                                                                                                                                                                                                                 | <b>Total =</b>                             | <b>100%</b> |

### **EDUCATION AND RELATED WORK EXPERIENCE:**

- Knowledge of the specific sport.
- Previous coaching and/or playing experience in the specific sport.
- Experience with and history of encouraging multi-sport participation by student athletes is preferred.

**LICENSES / CERTIFICATIONS / REGISTRATIONS:**

- CHSSA sponsored training in CPR/First Aid, concussion protocol, mental health, CHSSA Bylaws exam and activity specific rules.
- District sponsored training in child abuse and neglect, health and safety protocols, standard response protocols, sexual harassment, Title IX, and expectations of coaches.
- U.S. Citizenship and Immigration Services Employment Eligibility Verification (Form I-9)
- Criminal background check required for hire.

**TECHNICAL SKILLS / KNOWLEDGE / ABILITIES:**

- Effective oral and written communication skills.
- English language skills, bilingual skills preferred.
- Interpersonal relations skills.
- Advanced leadership skills.
- Customer service and public relations skills.
- Critical thinking and problem-solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Knowledge of behavioral supports and strategies and able to diffuse and manage volatile and stressful situations.
- Knowledge of first aid and athletic training procedures and protocols.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIAL AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers, peripherals and related technology equipment.
- Operating knowledges of and experience with business and productivity software applications and programs.
- Operating knowledge of and experience with general office equipment, telephone systems, copiers, printers, fax machines, etc.

**REPORTING AND SUPERVISORY RELATIONSHIPS:**

|                    | Position Title                                                                                                  |
|--------------------|-----------------------------------------------------------------------------------------------------------------|
| <b>Reports to:</b> | <ul style="list-style-type: none"> <li>• Principal</li> </ul>                                                   |
|                    | <ul style="list-style-type: none"> <li>• Athletic Director (Building level)</li> </ul>                          |
|                    | <ul style="list-style-type: none"> <li>• Head Coach</li> </ul>                                                  |
|                    | <ul style="list-style-type: none"> <li>• Executive Director of Athletics, Activities &amp; Fine Arts</li> </ul> |

**PHYSICAL REQUIREMENT AND WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

| Physical Activities                  | Amount of Time |           |            |          |
|--------------------------------------|----------------|-----------|------------|----------|
|                                      | None           | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Stand                                |                |           |            | X        |
| Walk                                 |                |           |            | X        |
| Sit                                  |                | X         |            |          |
| Use hands to fingers, handle or feel |                | X         |            |          |
| Reach with hands and arms            |                | X         |            |          |
| Climb or balance                     |                | X         |            |          |
| Stoop, kneel, crouch or crawl        |                | X         |            |          |
| Talk                                 |                |           |            | X        |
| Hear                                 |                |           |            | X        |
| Taste                                | X              |           |            |          |
| Smell                                | X              |           |            |          |

| Weight and Force Demands | Amount of Time |           |            |          |
|--------------------------|----------------|-----------|------------|----------|
|                          | None           | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Up to 10 pounds          |                |           | X          |          |
| Up to 25 pounds          |                |           | X          |          |
| Up to 50 pounds          |                |           | X          |          |
| Up to 100 pounds         |                | X         |            |          |
| More than 100 pounds     | X              |           |            |          |

| Mental Functions     | Amount of Time |           |            |          |
|----------------------|----------------|-----------|------------|----------|
|                      | None           | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Compare              |                |           | X          |          |
| Analyze              |                |           | X          |          |
| Communicate          |                |           |            | X        |
| Copy                 |                | X         |            |          |
| Coordinate           |                |           |            | X        |
| Instruct             |                |           |            | X        |
| Compute              |                | X         |            |          |
| Synthesize           |                | X         |            |          |
| Evaluate             |                |           | X          |          |
| Interpersonal Skills |                |           |            | X        |
| Compile              |                | X         |            |          |
| Negotiate            |                | X         |            |          |

| Work Environment                      | Amount of Time |           |            |          |
|---------------------------------------|----------------|-----------|------------|----------|
|                                       | None           | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Wet or humid conditions (non-weather) | X              |           |            |          |
| Work near moving mechanical parts     | X              |           |            |          |
| Work in high, precarious places       | X              |           |            |          |
| Fumes or airborne particles           | X              |           |            |          |
| Toxic or caustic chemicals            | X              |           |            |          |
| Outdoor weather conditions            |                |           |            | X        |
| Extreme cold (non-weather)            | X              |           |            |          |
| Extreme heat (non-weather)            | X              |           |            |          |
| Risk of electrical shock              | X              |           |            |          |
| Work with explosives                  | X              |           |            |          |
| Risk of radiation                     | X              |           |            |          |
| Vibration                             | X              |           |            |          |

| Vision Demands                                            | Required |
|-----------------------------------------------------------|----------|
| No special vision requirement                             | X        |
| Close vision (clear vision at 20 inches or less)          |          |
| Distance vision (clear vision at 20 feet or more)         | X        |
| Color vision (ability to identify and distinguish colors) |          |
| Peripheral vision                                         | X        |
| Depth perception                                          | X        |
| Ability to adjust focus                                   | X        |

| Noise Level Exposure | Exposure Level |
|----------------------|----------------|
| Very quiet           |                |
| Quiet                |                |
| Moderate             |                |
| Loud                 | X              |
| Very loud            |                |