

**SNOQUALMIE VALLEY SCHOOL DISTRICT  
JOB DESCRIPTION**

Job Title: **High School Athletic Assistant Coach**

Reports to: **Head Coach**

Directed by: **Head Coach**

Work Year: **Assigned sports season**

FLSA Status: **Non-Exempt**

Classification: **SCAA**

Oversees: **None**

Salary: **As Stated in Schedule**

**Position Summary:** The purpose the Assistant Coach is to assist the Head Coach implement and oversee the athletic program for assigned sport(s). Essential tasks include providing supervision of students during all aspects of the program; using sound instructional techniques in program activities; serving as a positive role model to student athletes. The employee must understand and abide by all building, District and Washington Interscholastic Activities Association (WIAA) policies, regulations, procedures, and guidelines.

**Qualifications Required:**

- High School Diploma or GED/equivalent.
- At least 19 years of age at the start of the assigned season.
- Possession and maintenance of current First Aid/CPR/AED card.
- One or more years of previous experience in coaching the assigned sport.
- Demonstrated effective oral and written communication in the English language, including correct grammar and spelling usage.
- Legally eligible to work for any employer in the United States of America as verified by Form I-9.
- Successful Washington State Patrol and Federal Bureau of Investigation fingerprint clearance.

**Essential Functions and Responsibilities:**

1. Supervises student athletes to promote effective student learning through participation in athletic activities, modeling appropriate behavior in appearance, language, etc.
2. Communicates respectfully and effectively with all stakeholders (e.g., parents, community, students, opponents, officials, and staff).
3. Adheres to coaching philosophy and leadership of head coach.
4. Encourages students to participate in athletic program and coaches all athletes equitably.
5. Develops and maintains positive relationships with parents, community, students, opponents, officials, and staff.
6. Instructs student athletes to promote effective student learning through participation in athletic activities, including clinics and post season competition.
7. Assists the head coach in preparing athletes both physically and mentally to participate with confidence and self-assurance in athletic contests.
8. Administers discipline, when necessary, in a fair and consistent manner.
9. Emphasizes safety precautions.

10. Provides opportunities for each participant to achieve some success, providing feedback to athletes before, during and at the end of the season
11. Assists in overseeing practice sessions that are both stimulating and instructive, and conducted on a regular daily basis with the idea of developing the athlete's greatest potential
12. Teaches safe and sound fundamental skills of the sport; emphasizes and promotes good sportsmanship in the conduct of team members and coaches.
13. Abides by regulations in the Coaches' Handbook.
14. Follows district procedures for handling injuries.
15. Oversees the issuing of equipment; maintains records including dates and times of issuance.
16. Assures the systematic return of all equipment, the cleaning and storing of equipment.
17. Performs weekly safety check for all equipment and facilities.
18. Holds students responsible for lost equipment.
19. Completes inventory lists and provides copies to the head coach and Athletic Director.
20. Attends all district and building athletic meetings as called by the Athletic Director.
21. Updates knowledge by attending clinics, workshops, and maintaining familiarity with current athletic programs; keeps current regarding rule changes as adopted by WIAA and district.
22. Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

**Nonessential Skills and Experience:**

1. Performs other duties as assigned. 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.

**Success Factors/Job Competencies:**

1. Demonstrated knowledge of, and ability to follow building, District and WIAA policies, regulations, procedures and guidelines.
2. Demonstrated knowledge of effective coaching practices and techniques for the assigned sport.
3. Demonstrated ability to comply with WIAA coaching standards.
4. Demonstrated ability to motivate students.
5. Demonstrated ability to exercise fairness in working with student athletes.
6. Demonstrated ability to conduct oneself in an ethical and exemplary manner.
7. Demonstrated ability to maintain poise and composure during practice and games.
8. Demonstrated ability to relate to students of different athletic backgrounds/
9. Demonstrated ability to establish and maintain effective work and student relationships with a variety of people in a multi-cultural, diverse socio-economic setting.
10. Demonstrated ability to plan, organize and coordinate athletic activities.
11. Demonstrated ability to set-up and maintain accurate records and files.
12. Demonstrated ability to meet or exceed the Essential Functions and Responsibilities of this position.

13. Demonstrated ability to maintain confidentiality of student data, IEP, and health information per FERPA and HIPAA requirements.

**Approval/Revision Date:** November 24, 2025

**General Sign-off:** The employee is expected to adhere to all Snoqualmie Valley School District policies and procedures.