



JOB DESCRIPTION
SCHOOL DISTRICT U-46
HUMAN RESOURCES

Position / Title: High School Assistant Coach	
Bargaining Unit: ETA	Department/Location: High School Athletic Department
Calendar Days: Per IHSA Calendar	Reports To: Head Coach
JD Revision Date: 06/06/2024	Supervises: Players on their roster

Function / Position Summary

Position is responsible for assisting the head coach with organization of the program. Position assists with conducting practices, motivating students, and instructing student athletes in game strategies and techniques.

Job Duties / Responsibilities

- Organizes and oversees specific program levels or areas of responsibility.
- Work within the head coach's organizational structure
- Work with the head coach and athletic secretary to verify that all participants have fully registered and are eligible.
- Work with the head coach in developing game schedules, practice schedules, facilities use, transportation needs, and the program budget.
- Communicates and plans with the head coach practice sessions and competition strategies which ensure the health and physical well-being of the student participants.
- Be present at pre-season parent meetings for all levels of sport to review scholastic eligibility requirements, athletic code of conduct, team rules, injury prevention, and inherent risks of the sport.
- Work effectively with the head coach to manage and coordinate practice and competition schedules throughout the off-season, summer, and in-season periods.
- Assume responsibility for their level's inventory, selection and care of equipment.
- Maintain a safe facility and equipment associated with activity.
- Expected to maintain effective communication with athletes, school administration, staff, students, parents and the community.
- Maintain good public relations with media, boosters, parents, officials, players, fans, local youth programs, etc.
- Establish and maintain cooperative working relationships with students, parents, staff, and school administration.
- Work effectively with student athletes of varying abilities, socio-economic, and cultural backgrounds to instill commitment, discipline, and teamwork.
- Able to think on your feet and handle stressful situations.
- Models and instills the values of sportsmanship and fair play to all participants
- Stay abreast of students' athletic and academic eligibility and work with teachers and administration to help keep academics the priority.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Demonstrate prompt and regular attendance.
- Plan, organize, and implement safe and effective daily practices and other planned events.
- Responsible for the supervision of all students under their care before, during, and after practices and contests.
- Apply and enforce student discipline in accordance with the U-46 Athletic Code of Conduct and U-46 Student Code of Conduct.
- Collaborate with the head coach for all fundraising activities and maintain accurate records of monies collected and deposited in compliance with District policy and procedures.
- Maintains and provides the head coach with end-of-season individual and team records and statistics.



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- Contribute to the long-term success and viability of the program by establishing positive relationships with local athletics organizations and K-8 sports programs.
- Attendance at Freshman Orientation and incoming 8th Grade Night, as applicable.
- Engages in personal professional development activities.
- Other duties/events as assigned by the Head Coach and/or Athletic Director.

Education

- Proper certification with American Sport Education Program and/or Valid Illinois Teaching certificate.
- Pass IHSA required tests and view videos.
- Required - Current First Aid/CPR/ AED certification.

Experience / Knowledge

- Demonstrate knowledge of and ability to implement effective coaching theory, strategies, and techniques appropriate for high school athletes.
- Requires a proven verifiable record of placing appropriate emphasis on good sportsmanship, academic excellence, positive attitudes, and character.
- Knowledgeable in the techniques and strategies for the sport/activity.
- Ability to handle and react professional to stressful situations.
- Background/experience in coaching.

Physical Demands

- This work involves standing for long periods of time and may involve walking or standing for extended periods of time.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, manual dexterity to operate sports related equipment, and handles and works with various materials/objects.
- Able to work in a wide variety of temperatures and weather conditions, both indoors and outdoors; including extreme high temperature conditions outdoors.
- Able to lift equipment up to 50 pounds

Terms of Employment

- Reviewed annually by Athletic Director & Head Program Coach
- Terms of employment are determined by IHSA approved athletic calendar and school district policy.
- Sport Season - Per [IHSA Calendar](#)
- Student opportunities will either remain the same, not be offered, or require modification to adjust to environmental restrictions. Positions and stipends will also be adjusted to reflect these changes.
- For ETA coaches: If satisfactory status is maintained, the position can be renewed without reapplying.
- For Non-ETA Coaches: this position is a one-year position. Must reapply each year.

Employee Signature: _____ **Date:** _____