

**Hutchinson Public Schools
Job Description**

Job Title: Assistant Coach
Department: Activities
Reports To: Head Coach
FLSA Status: Exempt
Prepared By: Human Resources
Prepared Date: December 3, 2001
Approved By: Board of Education
Approved Date: June 24, 2002
Revised/updated: November 2, 2009, April 29, 2011, May 23, 2014

SUMMARY

Assists Head Coach in carrying out the aims of the Athletic Program and policies of the Hutchinson High School USD 308.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Includes the following: Other duties as assigned.

Year-Round Responsibilities:

- Have understanding knowledge of rules and regulations regarding his/her sport.
- Keep abreast of rules and rule changes of his/her sport.
- Keep abreast of new knowledge, innovative ideas, and techniques by attendance at clinics, workshops (approved by the district), and reading in his/her field.
- Assist head coach in carrying out his/her responsibilities.
- Perform other assigned tasks or duties as requested and needed.
- Attend all district (applicable) workshops and clinics.
- Follow all school district rules and regulations.

Seasonal Responsibilities:

1. Before the Season:
 - a. Assist the head coach in proper registration of all athletes.
 - b. Assist the head coach in making systematic issuance of athletic equipment.
 - c. Assist the head coach in providing accurate information needed to compile eligibility lists and other reports.
2. During the Season:
 - a. Assist in implementing "Athletic Policies" as outlined in the handbook for coaches.
 - b. Assume responsibility for constant care for equipment and facilities being used.
 - c. Assume supervisory control over athletes and teams assigned him/her and assume supervisory control over all athletes in the program when control is needed.
 - d. To be in regular attendance at practice sessions and contests.
 - e. Emphasize safety precautions and be aware of the best training and injury procedures.
 - f. Conduct himself/herself and his/her teams in an ethical manner during practice and contests.
 - g. Provide the head coach with information needed in making game reports and publicity releases.
 - h. Instruct his/her players concerning rules and rule changes, new knowledge, and innovative ideas and techniques.
3. End of Season Responsibilities:
 - a. Assist in the return and inventory of school equipment.
 - b. Recommend athletes for letter awards.
 - c. Recommend facility maintenance and improvements.
 - d. Recommend equipment to be purchased.

SUPERVISORY RESPONSIBILITIES

Athletes.

QUALIFICATIONS

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.

EDUCATION and/or EXPERIENCE

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

PHYSICAL DEMANDS

The physical demands described here 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.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ACKNOWLEDGMENT

I have read and understand the essential functions of the position set forth in this Job Description and certify that I am capable of fully performing each of said essential functions without accommodations or with the following accommodations:

I understand that any misrepresentation regarding my abilities to perform the essential functions of the position may result in disciplinary action including termination of employment. I also understand that punctual and regular attendance is a specific condition of continued employment in accordance with District policies.

Signature: _____ Date: _____

Printed Name: _____