

Job Description

Position Title: Assistant Coach – Girls Track and Field

Location: Sheyenne High School

Department: Athletics/Activities

Reports To: Athletic Director

Term: 2026 Spring Season

Schedule: See Summary for more information.

Salary: Position follows the [Activities Pay Schedule 2025-2027](#)

Date of last review: August 2025

SUMMARY: The Assistant Coach – Girls Track and Field position is responsible for assisting the team in training, instruction, conditioning, and performance. The position provides support and education to athletes in an effort to excel in their given sport in a healthy and safe environment. The position views winning not only as success, but as helping team members reach goals.

Schedule: The schedule and hours for this position vary and aligns to the NDHSAA schedule. For questions regarding the schedule, please contact the building-level athletic director.

To Apply: Please complete the application and include three references.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty and requirement satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required for the role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Other duties may be assigned)*

Collaboration:

- Assists training, instruction, conditioning, performance, and selection of athletes.

Communication:

- Communicates with other coaches, assistant coaches, and athletes in a professional and respectful manner.
- Communicates with athletes to provide helpful, positive guidance to ensure athlete growth and safety.
- Communicates with officials, opposing coaches, parents, and others in a positive, respectful manner. Providing exemplary behavior for athletes and other learners.

Compassion:

- Demonstrates and generates, among staff and athletes, an attitude of good sportsmanship and fair play by adhering to the "Coach's Code of Ethics" and our conference "Sportsmanship Guidelines."
- Understands the complexities of cultural and global issues and how they relate to employee and learners' experiences.

- Approaches coaching with a positive, committed mindset. Focusing on athlete well-being.
- Develops positive working relationships with school administration, learners, educators, and the wider district community.

Creativity:

- Connects with team members and shares ideas in an effort to improve the overall learner and employee experience.

Critical Thinking:

- Develops, organizes, and implements effective practices for athletes to teach proper skills and strategies to compete at an elevated level.

Reflection:

- Maintains communication with supervisor and director regarding general feedback, career advancement opportunities, and areas of growth opportunities.

Resilience:

- Maintains composure while dealing with stressful situations.
- Proactively seeks out resolutions and takes initiative to resolve knowledge gaps.

Responsibility:

- Adheres to all West Fargo Public Schools and NDHSAA guidelines and policies.
- Provides for the health, safety, and well-being of team members at practices, games, and transportation to and from activities.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment 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.*

- While performing the essential duties and responsibilities of this role, the employee is regularly required to reach with hands and arms.
- While performing the essential duties and responsibilities of this role, the employee is regularly required to stand, walk, bend, talk, and hear.
- The specific vision abilities required for this role include close and peripheral vision.
- The employee may frequently lift up to ~25 pounds without assistance.
- The employee may occasionally lift up to ~50 pounds without assistance.
- The employee may have to push/pull up to ~120 pounds while performing the duties of the role.
- The employee must work with the public and various WFPS staff while simultaneously managing several competing demands.
- The employee may work outdoors and, if so, will be exposed to the applicable weather elements.
- The employee may come in contact with bloodborne pathogens or other bodily fluids on rare occasions.
- The employee will work in an environment that has a quiet to loud noise level.

EDUCATION AND/OR EXPERIENCE:

- Currently possesses, or has the ability to obtain, an NDHSAA coaching certification.
- Experience in the discipline is preferred.

- Previous experience coaching is preferred.

LANGUAGE SKILLS:

- Ability to read, write, and comprehend simple instructions and short correspondences in the English language.
- Ability to communicate effectively verbally, expressively, and reactively.
- Ability to understand and communicate as a subject matter expert for given sport/activity.

OTHER SKILLS AND ABILITIES:

- Exercise confidentiality, discretion, and good judgement.
- Adhere to the assigned work schedule by maintaining regular and punctual attendance.

SUPERVISORY RESPONSIBILITIES:

- None (May supervise other coaches or learners if assigned).