

POSITION DESCRIPTION

Whiteriver Unified School District

TITLE: *Assistant Athletic Coach – Junior High*

CONTRACT TERMS: *Seasonal*

SALARY CLASSIFICATION: *Athletic Addendum*

GENERAL STATEMENT OF RESPONSIBILITIES:

To cooperate with the head coach in the assigned interscholastic sport in maintaining a quality program within the policy framework of the school district.

PRINCIPLE DUTIES

GENERAL RESPONSIBILITIES:

- Supports and remains loyal to the head coach in conducting the athletic program of that particular sport;
- Assumes the responsibilities of the head coach in his/her absence;
- Attends all practices along with being available for meetings and scouting assignments;
- Accompanies and supervises team to and from all practices and contests (head coach discretion);
- Assists the head coach in monitoring the signing and handing in of all appropriate athletic forms;
- Reports all injuries, player misconduct, or unusual situations to the head coach;
- Assists the head coach in distribution/collection/inventory of all equipment and supplies at the end of the season;
- Follows the White Mountain League Bylaws;
- Performs all other duties as assigned by the head coach or athletic director.

QUALIFICATIONS

ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE:

1. High School diploma;
2. Minimum of 1 to 2 years coaching experience with athletics/activities;
3. Valid IVP Fingerprint Clearance Card;
4. Tribal Rap Sheet;
5. Ability to complete NFHS required courses (sport specific) within 45 days of hire.

PHYSICAL REQUIREMENT:

1. Requires prolonged sitting or standing.
2. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials (Sports Equipment).
3. Occasional stooping, bending, and reaching.
4. Must work in noisy and crowded environments.

COMMITMENT AND DEPENDABILITY:

- Willingness to be an integral member of a successful team;
- Dedication to provide the highest levels of service;
- Adherence to WUSD policies and procedures;
- Dedicated to maintaining confidentiality.

PERFORMANCE EXPECTATIONS

TIME MANAGEMENT: Must plan two to twelve weeks in advance.

STRESS MANAGEMENT: Low stress with time deadlines.

PUBLIC CONTACT: Interacts primarily with students and the general public.

RESPONSIBILITY: Must use own initiative and judgement; responsible for valuable equipment.

EVALUATION PROCEDURE: In accordance with provisions specifies un governing board policy.

REPORTS TO: Head Coach and/or K-8 Athletic Director

SUPERVISION GIVEN: None