



TITLE: Assistant Athletic Coach (High School and/or Middle School)

QUALIFICATIONS: The assistant coach must serve as an appropriate role model for student athletes through his/her instructions and actions

- Previous coaching experience in assigned sport is desired
- Has knowledge and background in the assigned sport

REPORTS TO: The head coach, in conjunction with the Athletic Director and respective Principal

GOALS:

- Providing supervision of students during all aspects of the program
- Serving as a positive role model to the student athletes and representing the York Suburban School District in a well respected manner

ESSENTIAL FUNCTIONS:

- Understands the proper administrative chain of command and refers all student/parent requests or grievances through the proper channels.
- Maintains discipline and works to increase morale and cooperation within the school sports program.
- Assist the head coach with instructing players in the rules, regulations, equipment, and techniques of the sport.
- Assess player's skills, monitor players during competition and practice, and keep the head Coach informed of the athletic performance of the students.
- Maintain a record of team statistics and requirements for lettering. (For both head coach and athletic director).
- Work within the basic framework and philosophy of the head coach of that sport and assists with determining game strategy.
- Assist the head Coach with supervising athletes during practices and competition.
- Attend all staff meetings (*as applicable*).
- Model sport-like behavior and maintain appropriate conduct towards players, officials, and spectators.
- Arrive 15 minutes before practice, games and meetings to adequately prepare and remain long enough afterwards to help players with problems or until all athletes in attendance have left.to become involved in staff discussions.
- Help in the planning and implementation of both in-season and out-of-season conditioning and weight programs (*as applicable*).
- Perform other such duties that are consistent with the nature of the position and that may be requested by the head coach.

COACHING RESPONSIBILITIES TO THE STUDENTS:

- To demonstrate the character traits of trustworthiness, respect, responsibility, fairness, caring and citizenship.

- Give constant attention to a student athlete's grades and conduct.
- Be present at all practices, games and while traveling.
- Provide assistance, guidance and safeguards for each participant.
- Provide training rules and any other unique regulations of the sport to each athlete who is considered a participant.
- Understand the policies concerning injuries, medical attention and emergencies.
- Direct student managers, student assistants and statisticians.
- Determine discipline, help delineate procedures concerning due process when the enforcement of discipline is necessary and contact parents.
- To foster a desire to win, an attitude of good sportsmanship, personal pride, and pride for their school and community.

EQUIPMENT AND FACILITIES:

- Collect the cost of any equipment lost or not returned.
- Arrange for issuing and storing of equipment and submits to the head coach an annual inventory and current records concerning the same.
- Permit the athletes to only be in authorized areas of the building at the appropriate times.
- Examine the locker rooms before and after practices and games, checking on general cleanliness of the facility.
- Responsible for cleanliness and maintenance of specific sport equipment.
- Secure all doors, lights, windows and locks before leaving the building if custodians are not on duty.
- Instill in each player a respect for equipment and school property, its care and proper use.

TERMS OF EMPLOYMENT:

Part-time seasonal position - pay, work schedule, and other conditions of employment in accordance with current District applicable policies and the York Suburban Educational Support Personnel [agreement](#). This position is not eligible for unemployment compensation benefits drawn on school district wages. Your continued employment is contingent upon continued school operations and will not apply in the event of any disruption that is beyond the control of the district.

The information contained in this job description is in compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. The individual currently holding this position performs additional duties that may be assigned.

The position specifications described here are representative of those that must be met by an employee to successfully perform the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The York Suburban School District is an Equal Opportunity Employment Educational/Service Organization.

