

GERVAIS SCHOOL DISTRICT #1

ASSISTANT COACH

MINIMUM QUALIFICATIONS

- Must have knowledge of the technical aspects of the sport and must be willing to examine new theories and procedures;
- Must hold a valid First Aid card; and
- Must have experience working with middle or high school age children.

PREFERRED QUALIFICATIONS:

- Valid Oregon teaching certificate is desired;
- Employment as a teacher in School District #1 is desired;
- The ability to organize and supervise;
- Previous coaching experience in the assigned sport is desired; and
- Demonstrated ability to work as part of a team.

REPORTS TO:

- Head Coach

JOB GOAL:

- Carry out the aims and objectives of the sport program as outlined by the Head Coach. Instruct athletes in the individual and team fundamentals, strategy and physical training necessary for them to realize a degree of individual and team success.

PERFORMANCE RESPONSIBILITIES:

- Has a thorough knowledge of all the athletic policies approved by the Board of Education and is responsible for its implementation;
- Has knowledge of the existing state and league regulations; implements same consistently;
- Understand the proper administrative line of command and refers all student and parent requests or grievances through proper channels. Is aware of all public/staff/departmental meetings that require attendance;
- Maintains discipline and works to increase morale and cooperation within the school sports program;
- Assists the head coach in scheduling, and supervising athletes during transportation and at contests;
- Assists in the necessary preparation to hold scheduled sporting events or practices and adheres to scheduled facility times. Helps coordinate program with maintenance and school employees;
- Provides documentation to the Athletic Director to fulfill requirements concerning physical examinations, parental consent and eligibility;
- Provides proper safeguards for maintenance and protection of assigned equipment rooms;
- Is accountable to the head coach for all equipment. Collects the cost of any equipment lost or not returned, arranges for issuing and storing of equipment, and submits to the head coach an annual inventory and current records concerning same;
- Recommends budgetary items to the head coach for the following year;
- Monitors equipment rooms and coaches' office and authorizes who may enter;
- Permits athletes to only be in authorized areas of the building at appropriate times;
- Examines locker rooms before and after practices and games, checking on general cleanliness of the facility and cleanliness and maintenance of the sports equipment;
- Secures all doors, lights, windows, locks before leaving building if custodians are not on duty;
- Instills in each player a respect for equipment and school property;
- Assists the head coach in carrying out his responsibilities;
- Makes press releases and school announcements at the request of the head coach;
- Instructs team members as to changes in the rules and teaches fundamentals of the sport as outlined by the head coach;
- Maintains a record of team statistics and requirements for lettering;

PERFORMANCE RESPONSIBILITIES (cont'd)

- Works within the basic framework and philosophy of the head coach;
- Attends all staff meetings and carries out scouting assignments;
- Arrives early enough before practice, contests and meetings to prepare and stays after to help players or other staff members;
- Helps in the planning and implementation of both in-season and out-of-season conditioning and weight programs;
- Does not criticize or argue with the head coach within hearing or eyesight of players or parents;
- Strives to improve skills by attending clinics and using resources made available by the head coach;
- Attends most contests, when possible, of other teams in the program; and
- Performs such other duties that are consistent with the nature of the position and that may be requested by the head coach.

TERMS OF EMPLOYMENT:

- Extra-duty contract for the time specified for the sport; and
- Contract for the following school year will be issued based on the needs of the District during the subsequent school year.

EVALUATION:

- Evaluation will be completed at the conclusion of the season by the Athletic Director according to district policy.

I have received a copy of this job description.

Signature

Date