

**Shasta Union High School District
Job Description**

Job Title: Assistant Coach– High School
Reports To: Principal/Athletic Director/Athletic Administrator

JOB SUMMARY

Under the direction of the Principal, Varsity Head Coach, Athletic Administrator and Athletic Director this position has the responsibility to assist the varsity head coach with a comprehensive high school program where the primary focus will be to support the varsity head coach in mentoring, training, coaching, and coordinating aspects of a high school program while the total development of the student-athlete is the highest priority.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

The Assistant Coach provides site-wide support in the following areas:

1. Assists with organization, direction, and implementation of all phases of a highly competitive high school program including practice sessions, recruitment, counseling, training and conditioning.
2. Assists with directing and coaching the program according to California Interscholastic Federation (CIF) standards, rules and regulations; Adheres to the Operating Principles of the CIF, as well as the Code of Ethics for Coaches; Communicates and facilitates an environment where assistant coaches and student-athletes adhere to the CIF Code of Ethics for Coaches and Athletes.
3. Foster among the participants and spectators an appreciation of the values of athletics, a desire to win, an attitude of good sportsmanship, and a sense of pride in self, team, school, and community.
4. Monitors the academic performance of student-athletes and intervenes when expectations are not met by conferring with the site administration, athletic director, counseling staff, teacher(s) and/or parents.
5. Assists with the regular communication to students, parents, faculty, high school coaches, and NCAA/collegiate officials.
6. Demonstrates awareness, commitment, and adherence to League rules.
7. Actively participates in athletic department fund raising and public relations events.
8. Professionally represents the school site in media interviews, speaking engagements, and community service projects; Regularly attends school site athletic functions.
9. Has a high visibility throughout the site and District, as well as strong, collaborative interpersonal skills.
10. Works collaboratively with the Superintendent, Governing Board members, Cabinet, District office staff members, principal, faculty, staff and parents utilizing courtesy, tact, and diplomacy.
11. Establishes and maintains effective, cooperative working relationships with those contacted in performance of duties; Maintains the confidentiality of information used in personnel issues and/or District functions.
12. Works cooperatively with the head coach and athletic director to assure all students are properly cleared through the athletic director's office; Works cooperatively with athletic coaches in order to operate a well-balanced athletic program.
13. Assists with the direction of training, conditioning, and performance of the athletic team.
14. Acts as a positive influence upon the behavior of members of his/her athletic staff and teams.
15. Attends and personally directs the team at athletic contests and be present at all athletic competitions as directed by the head coach.
16. Responsible for the supervision of his/her athletes at all practice and competitions that shall comply with all applicable CIF regulations and district guidelines.
17. Recommends to the head coach the type and amount of equipment and supplies needed to conduct the program; Responsible for the inventory and care of equipment.

18. Advises the head coach and athletic director of the condition of athletic facilities and needs for their preparation and maintenance; Shall keep the facilities, team room, locker room, and weight room in a clean, orderly, attractive manner at all times; Assists the head coach and athletic director with the coordination of the program and the usage of school facilities/grounds by school and community groups.
19. Assists the head coach to encourage the development of school business partnerships/community agencies; Assists the head coach to monitor and ensure parent/booster clubs are consistent with fiscal guidelines/regulations as well as their intended purpose to support students; Works closely with the head coach and Booster Club parents to coordinate activities.
20. Assists the head coach/athletic director to ensure that lists of all players eligible for athletic contests are prepared and maintained under rules of the CIF.
21. Ensures proper clearance through the Personnel Support Services division (prior to any contact with students) inclusive of all pre-employment athletic coaching requirements.
22. Recommends to the head coach/athletic director the removal of athletes from the team(s) when behavior expectations, training, and/or eligibility regulations have not been met.
23. Assists the head coach to ensure all fund raising activities are compliant with CA law.
24. Establishes a communication network with other District/County-wide assistant coaches.
25. Supervises the program (personnel/students) and shall report inappropriate actions, safety concerns, and/or behavior inconsistent with District Board Policy to the head coach/athletic director .
26. Ensures all student-athletes have undergone and passed medical examinations before the regular practice season begins; Assists the head coach to develop alumni relations for the promotion of the program.
27. Assists the head coach to advise the athletic director as to the preparation of schedules for his/her respective sport, as well as to the selection and performance evaluations of game officials.
28. Assists the head coach to organize a system for encouraging students to try out for his/her team and to recruit student manager(s), score keepers, statisticians, ball runners, etc. for all teams.
29. Collects and keeps on file records, statistics, news items, and photographs.
30. Recommends to the head coach/athletic director those students who qualify for a varsity letter.
31. Attends and participates in a variety of staff development and meetings.
32. Performs other duties as assigned by site administration, head coach, and/or athletic director.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings and staff meetings, as needed.
2. Sanitizes and cleans equipment.
3. Inspects facilities and athletic fields for health and safety concerns.
4. Chaperones/supervises athletic events, as needed.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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: Successful (recent) experience in the program in which applying (within last five (5) years) (desirable); Experience working directly with collegiate and/or public school districts (desirable); Must have demonstrated ability to lead young adults in an athletic setting, working knowledge of CIF rules/regulations, effective oral and written communication, and strong organizational skills. Demonstrate experience working with young adults in a positive environment.

Interpersonal Skills: Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrate ability to successfully coach, lead and/or motivate adolescent students.

Knowledge of: Appropriate laws on The Operating Principles of the CIF & District athletic rules and responsibilities for athletes and coaches; Effective management and leadership skills; Effective skills in the areas of communication and interpersonal skills; Importance of treating individuals with dignity and respect; Oral and written communication skills.

Licenses/Testing: Be current in all District coaching requirements upon signing the coaching contract from the Human Resources department.

Other Skills and Abilities: Demonstrates knowledge of child growth and development at each level of instruction and of the social, emotional, physical and cognitive development of adolescent students. Demonstrated ability to participate in physically demanding athletic activities; possesses knowledge of effective behavior management methods; ability to exercise good judgment and work in a dynamic environment.

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; run; jump; stretch; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 100 pounds. The employee may occasionally climb stairs, ropes or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision. The employee must have the ability to demonstrate proper techniques and skills needed for athletic participation.

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.

The work environment is at all athletic facilities and events. The noise level in the work environment is usually moderate but occasionally high depending upon student population and activities. The employee may be regularly exposed to wet/humid and/or outdoor weather conditions. The employee may be exposed to bodily fluids and/or bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.