LAKELAND SCHOOL SYSTEM
Learn. Grow. Lead.

Job Description

Job Title: Assistant Coach (Faculty/Non-Faculty)
Exemption Status: Exempt
Reports to: Principal
Date Approved: October 03, 2022
Dept./School: Assigned Campus

Primary Purpose: To assist the head coach with organizing the assigned sport program at Lakeland Preparatory. Assists with conducting practices, motivating students, and instructing student athletes in game strategies and techniques. Adheres to all rules and regulations of the TSSAA/TMSSAA and/or Lakeland School System.

Minimum Training and Qualifications:

Successful completion of NFHS "Fundamentals of Coaching" and "First Aid, Health, & Safety for Coaches" courses

Preferred previous coaching experience in assigned sport

Knowledge of technical aspects of the assigned sport and willingness to continue to learn and examine new ideas pertinent to the assigned sport or coaching in general

Willingness to learn and follow District policies and procedures

Positive role model to the players and parents

Such alternatives as the Superintendent may find appropriate and acceptable

Performance Responsibilities:

1. Assists the head coach with instructing players in the rules, regulations, equipment, and techniques of the sport
2. Organizes and directs individual and small group practice activities/exercises as directed by the head coach
3. Assesses player's skills, monitors players during competition and practice, and keeps the head coach informed of the athletic performance of students
4. Assists with determining game strategy
5. Assists the head coach with supervising athletes during practices and competition
6. Follows established procedures in the event of an athlete's injury
7. Models sports-like behavior and maintains appropriate conduct towards players, officials, and spectators
8. Maintains the equipment room in orderly condition and assumes responsibility for its security
9. Distributes equipment, supplies, and uniforms to students as directed by the head coach

10. Assists the head coach with submitting a list of award winners at the end of the season
11. Participates in special activities to include parents' night, banquets, award nights, and pep rallies
12. Performs support tasks such as distributing and maintaining eligibility forms, emergency data cards, and other related records
13. Models non-discriminatory practices in all activities
14. Represents the school and system in a professional manner
15. Performs other functions as assigned

Clearances and Testing: *(at expense of applicant)*

Criminal Justice Fingerprint/Background Clearance
Pre-employment physical exam & TB Test

The **Assistant Coach (Faculty/Non-Faculty)** maintains a variable schedule and works the required hours to meet the duties and responsibilities of this position, which may include evening and weekend work. This position is ineligible for benefits and compensated by a stipend based on qualifications and experience.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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