

Title: ASSISTANT ATHLETIC COACH

Qualifications:

1. Complete courses as required by the IHSAA or the District for the coaching position.
2. Review the approved courses as required by the IHSAA.
3. Knowledge and background in assigned sport.
4. Previous coaching experience in assigned sport preferred.
5. A valid driver's license is required if the employee operates a district vehicle.

Reports To: Varsity or Head Athletic Coach in conjunction with the Assistant Principal/Activities Director and the building Principal.

Supervised By: Assistant Principal/Activities Director in conjunction with the building Principal.

Job Goal: To carry out the aims and objectives of the program as outlined by the varsity or head coach and school administration. To instruct athletes in individual and team fundamentals of skills, strategy, and training necessary to achieve a degree of individual and team success.

General: The success of athletic programs has a strong influence on the community's image of the entire school system. The public exposure is a considerable responsibility and community/parental pressure for winning, while stressful, must not override the objectives of good sportsmanship and welfare of participants. It is the intent of this job description to give sufficient guidance. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense.

Responsibilities:

- 1.0 Has a thorough knowledge of all district, league, and state regulations and is responsible for their implementation.
- 2.0 Supervises athletes and team assigned. Assumes supervisory control over all athletes in program when such control is needed.
- 3.0 Assists the athletic trainer and Activities Director by collecting appropriate paperwork and verifying eligibility of student athletes, including collection of pay-to-play fees.
- 4.0 Assists the varsity or head coach in submitting rosters in a timely fashion to the Activities Director/office staff.
- 5.0 Assists the Varsity or Head Coach in providing any unique training rules and regulations of the sport to each athlete and monitoring practice attendance.
- 6.0 Assists the Varsity or Head Coach in monitoring each participant's grades and conduct.
- 7.0 Assists the Varsity or Head Coach in directing and supervising student managers and statisticians.
- 8.0 Assists the Varsity or Head Coach by maintaining open communication with parents and athletes.

- 9.0 Assists the Varsity or Head Coach in determining discipline when it is necessary and contacting parents and the Activities Director to keep them informed of disciplinary actions.
- 10.0 Is accountable to the Varsity or Head Coach for all equipment. Assists the Head Coach in collecting equipment at the end of the season and providing a list to the Activities Director of any students who have not returned equipment.
- 11.0 Assists the Varsity or Head Coach with maintenance, storage and inventory of equipment.
- 12.0 Recommends to the Varsity or Head Coach budgetary items for the next year in their program area.
- 13.0 Responsible for supervision of athletes before, during and after practices and contests.
- 14.0 Works within the basic framework and philosophy of the Varsity or Head Coach to help organize and conduct daily practices to ensure proper skill development, tactical training and conditioning appropriate for the skill level of participants.
- 15.0 Responsible for securing practice and contest facilities when custodians are not on duty.
- 16.0 Leads and directs participants in such a way as to encourage good sportsmanship and respect.
- 17.0 Responsible, along with the Varsity or Head Coach, for arranging for a person who has completed courses in First Aid and CPR to be present at every activity including but not limited to practice, travel and competition.
- 18.0 Interacts with athletic trainers and family physicians to report injuries and ensure athletes are cleared to participate following an injury.
- 19.0 Attends all staff meetings and carries out scouting assignments when necessary as outlined by the Varsity or Head Coach.
- 20.0 Shall perform other duties as assigned.
- 21.0 **TERMS OF EMPLOYMENT**
 - 21.1 Salary and work schedule arranged in accordance Board policies.
 - 21.2 Performance of this job will be evaluated in accordance with Moscow School District personnel policies.

The Moscow School District does not discriminate against any individual in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth and related medical conditions, physical characteristics, sex stereotyping, transgender status, and gender identity), marital status, national origin (including limited English proficiency), socioeconomic status, age, disability, or political affiliation or belief.

*APPROVED by the Board of Trustees on this date: 7/18/02
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Revised/Approved by the Board of Trustees on this date: 11/15/17*