



ASSISTANT COACH

Classification: Assistant Coach

Location: Assigned School(s)

Reports to: Principal or Principal Designee

FLSA Status: Non-Exempt

Employee Group: ECEA

Part I: Position Summary

This position may be held in addition to a classroom teaching or other work assignment. Responsibilities include coaching assigned aspects of the specified athletic program under the direction of the Head Coach, including assisting in providing guidance, instruction and experience to enhance students' personal, physical and social, growth and development.

Part II: Supervision and Controls over the Work

Works under the building Athletic Director and with the building Athletic Coordinator. Works in conjunction with other coaches in building and across the entire athletic department to successful and independently run a comprehensive program. Coaches are responsible for maintaining certifications required of their position.

Part III: Major Duties and Responsibilities

Duties may include, but are not limited to:

1. Develop fundamental skills and understanding of the rules of the sport.
2. Determine the overall system of play to be used.
3. Teach, monitor and display positive behavior for all participants and coaches.
4. Maintain a safe environment for participants.
5. Help be responsible for equipment, supplies, inventory, budget and travel expenses.
6. Uphold school, district and state rules and regulations.
7. Work with the Head Coach with schedules, discipline, finances and other concerns.

Part IV: Minimum Qualifications

1. Meet WIAA Coaching Standards (clock hours/documentation needed)
2. CPR/First Aid Certified (Copy to be on file)



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3. All new coaches will be required pass WIAA on-line training for that sport within the first three weeks of their sports season.
4. Successful coaching experience in the above sports activity.
5. Ability to relate in a positive manner with students, staff and parents.
6. Have training and experience in presentation of drills, safety factors and proper application of skills.
7. Support the organization and administration of the complete program.

Part VI: Physical and Environmental Requirements

Work is typically performed outdoors and/or in a gymnasium. Requires substantial extra-hours work, travel between sites, stamina and endurance, physical exertion associated with demonstrating techniques, work outdoors in inclement weather; may be exposed to infectious diseases carried by students.