

North Monterey County Unified School District

POSITION DESCRIPTION

Position Title:	Assistant Coach
Department:	Athletic
Reports To:	Head Coach and/or Athletic Director

SUMMARY:

To instruct athletes in the fundamental skills, strategies, and physical conditioning necessary for them to realize a degree of individual and team success. Has the ability, desire, and knowledge to be totally conscious of the sensitive nature of adolescent development. It is expected that this role will empower the assistant coach with the ability to provide the student with an atmosphere in which each person is treated with respect and dignity, that opportunity is available to improve skill development, and there is a climate conducive to accumulation of knowledge through a cooperative learning experience. Through his/her conduct, the coach will provide the expression of professional attributes, good sportsmanship, and will serve as a positive role model for our students. 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/parent pressure for winning performance is taxing, but must not override the objectives of good sportsmanship and good mental health for student participants.

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

SAMPLE DUTIES AND RESPONSIBILITIES:

1. Has a thorough knowledge of all the athletic policies, and is responsible for their implementation by team.
2. Conduct themselves in an appropriate professional manner, serving as a role model for the student athletes.
3. Has knowledge of the existing systems, state and league regulations, implements the same consistently, and interprets them for his/her athletes.
4. Understands the proper administrative line of command; refers all request or grievances through proper channels; and is aware of all meetings that require his/her attendance.
5. Supports the fundamental philosophy, skills and techniques to be taught by the staff.
6. Continues training and professional growth through clinic attendance.
7. Carries out specific duties, supervises student athletes, and assists with end of season tasks delegated by the Head Coach.
8. Maintains discipline, adjusts grievances and works to increase morale and cooperation.
9. Is responsible for keeping practice periods for the sport within the confines of the time specified by the Head Coach and Athletic Administration.
10. Is responsible for the general upkeep and protection of equipment under his/her jurisdiction.
11. Assists in maintaining the inventory of equipment used for the sport.
12. Assists in submitting a summary of the yearly program with all necessary reports for the end of the season data.
13. Is responsible to be available to assist in preparing practice and game field/court for practice or games.
14. Provides training rules and other unique regulations of the sport to each athlete who is considered a participant.
15. Gives constant attention to a student athlete's grades and conduct.
16. Directs student managers, assistants and statisticians.

17. Other duties as assigned.

QUALIFICATIONS/TRAINING/EXPERIENCE

1. High School Diploma or equivalent
2. Successful Completion of all pre-requisite training for coaches in the State of California, the Central Coast Section and by the North Monterey County Unified School District.
3. Understanding of the principles of student growth, development, and learning, and of how to promote a positive interscholastic program.
4. Positive leadership ability.
5. Determination to develop the best possible educational and extracurricular programs for all students; embracing diversity.
6. Oral and written skills.
7. Interpersonal skills using tact, patience and courtesy.
8. Has the ability to organize, direct, and supervise student athletes.
9. Has substantial knowledge of the technical aspects of the sport and is willing to examine new theories and procedures important to the field.
10. Experience: Has previous experience as an effective coach in the assigned sport.

DESIRABLE QUALIFICATIONS

1. Sensitivity to characteristics and needs of all children.
2. Ability to manage equipment/materials.
3. Ability to implement policy and regulations.
4. Analyze situations accurately and adopt an effective course of action.
5. Meets schedules and time lines.
6. Communicate effectively with diverse constituencies.
7. Maintain consistent, punctual, and regular attendance.
8. Advise and instruct students.
9. Collaborative and problem solving orientation.
10. Strategic and analytical thinking skills and the ability to apply deductive reasoning and draw conclusions in order to solve problems and facilitate the decision-making processes.

WORKING CONDITIONS

Mental Demands: problem solving, flexibility, evaluating, organizing, consulting, planning, coordinating, implementing, and presenting

Physical Demands: sitting, standing, walking, writing, talking, and demonstrating, ability to carry up to 50 pounds on an intermittent basis

Environmental Conditions: inside, outside, working with athletes

The persons in these positions shall be evaluated annually by the administrative designee on his or her performance of duties, including but not limited to standards established by NFHS, CIF, and the responsibilities contained in this job description.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of duties performed. Individuals holding this position may perform additional duties and additional duties may be assigned.

Board Approved: July 21, 2016