

TITLE: Assistant Athletic Coach, High School

REPORTS TO: Head Coach

FAIR LABOR STANDARDS ACT (FLSA): Exempt. (Administrative/Professional)

QUALIFICATIONS:

1. Submit to a criminal history check as required by the school district.
2. Be at least 21 years of age at the time of initial employment.
3. Previous college or high school experience in the sport or activity desirable.
4. Coaching experience desirable.
5. Ability to supervise high school aged students.
6. Proficiency in organizing and administering activities.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
8. ASEP certified.
9. Must be proficient in English both oral and written.

JOB GOALS:

1. Development of skills of students interested in performing activities.
2. Provide a high quality group experience.
3. Promote the development of character, leadership, cooperation, and respect for others that will make the student a better citizen.
4. Realization of individual and group excellence.

ESSENTIAL JOB FUNCTIONS:

I. Personal Qualities:

1. Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
2. Communicates and works cooperatively with other members of the staff and public.
3. Is neat in appearance and dresses appropriately for the position.
4. Maintains confidentiality and honesty in performing assigned tasks.
5. Functions in a positive attitude where there is pressure, frequent interruptions, and in an atmosphere which may be stressful.

II. Attendance

1. Will ride the bus to and from all games.
2. Attends all meetings as required.

III. Scheduling/Preparing for Events

1. Provide whatever assistance that is required as set forth by the head coach, i.e.:
 - a. Scouting
 - b. Assisting with varsity coaching
 - c. Coaching junior varsity or freshman teams.
 - d. Other assigned duties.
2. Utilize the system of play as designated by the head coach.
3. Be responsible for scheduling of practice sessions for the assigned teams, to be coordinated

with the varsity practice schedule, with due consideration for the coaching staff and the welfare of the student athletes.

4. Assumes other duties as may be assigned by the head coach or athletic director.

IV. Budgeting/Ordering/Inventories/Records

1. Under direction of the head coach, will be in charge of issuing and collecting all uniforms and gear required for participation in the sport or activity for which he/she is responsible.
2. Submits a total inventory at the conclusion of the activity.
3. Fills out and submits, to the athletic director, all forms pertaining to participants, awards, etc.

V. Knowledge of Policies and Regulations

1. Will enforce all rules of Monroe School District.
2. Reports and records any injury requiring medical attention immediately.
3. Keeps the safety and welfare of the students above all other considerations.
4. Assist the head coach in keeping a log of all injuries.
5. Fill out a school accident report on all injuries for student athletes under your supervision.
6. Follows all District policies and those contained in the appropriate district handbook.

VI. Professional Commitment/Development/Improvement

1. Remains current in professional growth and inservice training.

VII. Interpersonal Skills/Personal Skills

1. Will develop a positive working relationship within the community.
2. Cooperate with all other coaches in promoting and providing the best total sports program possible.
 - High School coaches will NOT encourage students to "specialize" in only one sport. High School coaches will NOT provide, or promote activities in the off-season that would put pressure on athletes to concentrate on one sport year-round, i.e. fall or spring basketball, winter baseball or track.
 - Participation in summer programs or off-season workouts will not be a prerequisite for participation in Monroe High School athletics.
3. Encourage good sportsmanship, fair play and ethical conduct, i.e., the coach shall set an example as a role model by conducting his/her self in such a manner as to not receive a technical foul or it's equivalent.

VIII. Timeliness

The employee demonstrates a willingness and ability to model appropriate behavior in being timely.

1. Returns requests for information by the date and time specified.
2. Arrives on time and work scheduled hours.
3. Notifies the Head Coach in the event of illness.
4. Promptly informs the Head Coach of problems that need attention.
5. Attend all Booster Club meetings as needed.

IX. Interest in Coaching Students

1. Will demonstrate specific organizational skills in practice/game situation.

2. Will develop positive leadership skills in the athletes under his/her leadership.
3. Teaches the skills and strategies of the activity.

X. Supervisory Skills/performance

1. Assumes responsibility for the following activities:
 - a. Giving medical attention
 - b. Repairing equipment
 - c. Preparing facilities
 - d. Maintenance of facilities
 - e. Coping with varying amounts of pressure to perform in an outstanding manner.
 - f. Handling money

XI. Supervision of student athletes (in conjunction with Head Coach)

1. Supervise the playing area or dressing rooms until all participants have left the area. Under no circumstances should any athlete be left unsupervised.
2. Be responsible for the personal and professional appearance of each student athlete involved in the particular sport during practice, athletic contests and game days.
3. Be certain that no student athlete is permitted to participate in facilities or equipment that presents unsafe conditions.
4. Be certain that no athlete is allowed to participate in athletic contests unless he/she has been in full attendance on the day of the contest and the day after when the game falls on a school day. Be certain that no athlete is allowed to practice unless he/she been in full attendance on the day of practice.
5. Be certain that each student athlete has cleared through the Athletic Director his/her physical examination, purchased school insurance or provided a parent insurance waiver form, and eligibility clearance before issuance of equipment or participation in practice.

Physical Qualifications: 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. If this position is shared between campuses, driving may be necessary. Employee may use hands for repetitive single grasping, pushing/pulling, and fine manipulation.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, bend, twist, or climb. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The employee must frequently lift, carry, and/or move up to 25 pounds, and occasionally lift, carry, and/or move up to 50 pounds.

Terms of Employment: Employment shall be for the sports season. Salary, benefits, etc. as outlined and agreed to within the extra-duty pay contract or the collective bargaining agreement in effect between Monroe School District #1J and the Monroe Teachers Association, which ever is applicable.

MONROE SCHOOL DISTRICT #1J
POSITION DESCRIPTION

CODE: GAB-F-103
APPROVED: 06/12/06
REVISED: 01/13/20
REVIEWED: 02/12/07

Mandatory Child Abuse Reporting: As mandatory reporters (ORS 419b.010) all employees are required to immediately report to Law Enforcement and/or Department of Human Services any instance of suspected child abuse.

Evaluation: Performance of this position will be evaluated annually.

Reviewed by: _____ **Date:** _____