

LACKAWANNA TRAIL SCHOOL DISTRICT

Title: Assistant Athletic Coach
(Varsity or Jr. High School)

Date: November, 2007

Reports to: Head Coach
Athletic Director
Secondary Principal

Approved by: Superintendent

Job Summary: To carry out the aims and objectives of the sports program as outlined by the head coach and school administration. To instruct student athletes in individual and team fundamentals, strategy and physical training necessary to realize a degree of individual and team success.

Qualifications:

Previous coaching experience in assigned sport preferred
Knowledge and/or background in the assigned sport
Ability to communicate ideas and priorities effectively to promote teamwork and achieve desired results
Ability to work cooperatively with the head coach, administrators, and board of education in carrying out coaching responsibilities and related policies
Demonstrate excellent character and serve as a good example to student athletes

Primary Duties and Responsibilities:

1. Demonstrates a thorough knowledge of all athletic policies approved by the Lackawanna Trail School District Board of Education and is responsible for their implementation by the entire staff of the sports program. Demonstrates knowledge of existing PIAA and Lackawanna Trail School District policies and/or regulations; implements them with consistency and interprets them for staff and athletes.
2. Cooperates with the head coach, administration, athletic director, fellow coaches and students to promote the best interests of the entire athletic program.
3. Understands the proper administrative chain-of-command and refers all requests or concerns through proper channels.

4. Maintains discipline, addresses concerns and works to increase morale and cooperation of the staff and students.
5. Assists the head coach in scheduling games and practices.
6. Assists in preparation for scheduled sports events or practices and adheres to scheduled use of facility times.
7. Assists, when directed by the head coach, in providing documentation to fulfill state and district requirements concerning physical examinations, parental consent and eligibility.
8. Provides training rules, conduct expectations, and other sports specific regulations to student athletes.
9. Supervises practices, games and team trips. Takes all necessary measures to safeguard each participant.
10. Assumes responsibility for a group until all athletes are dressed and have left the building. [This responsibility may be delegated by the head coach to an assistant coach].
11. Report all injuries, misconduct, or other unusual situations to the head coach athletic director, or principal.
12. Secures all doors, lights, windows and locks before leaving building when custodians are not on duty.
13. Assists the head coach in directing student managers and statisticians.
14. Recommends to the head coach budgetary items for the next school year in his/her area of the program.
15. Assists the head coach in checking and inventorying all equipment at the end of the season.
16. Assists with the monitoring and assigning of equipment rooms and coaches' office.
17. Examines locker rooms before and after practices and games and checks on general cleanliness of the facility.

18. Instills in each player a respect for equipment and school property, its care and proper use.
19. Works within the framework and philosophy of the head coach of that sport.
20. Attends all staff meetings and carries out scouting assignments outlined by the head coach.
21. Assists in the planning and implementation of both in-season and out-of-season conditioning programs.
22. Perform any other duties that are consistent with the nature of the position and that may be required by the head coach and/or the athletic director.

Physical Demands: Ability to reach above and below the waist
 Ability to use fingers to pick, feel and grasp objects
 Ability to use both hands in a repetitive motion
 Ability to bend, twist, kneel and stoop
 Ability to lift/carry material weighing 25 lbs. or more
 Ability to stand or walk 80% of the coaching time

Sensory Abilities: Visual acuity
 Auditory acuity

Work Environment: Subject to inside environmental conditions
 Subject to outside environmental conditions
 Ability to work in an external environment subject to temperatures below 32 degrees or above 90 degrees

Temperament: Must be cooperative, congenial and service oriented
 Must be able to work in an environment with frequent interruptions
 Must possess excellent interpersonal skills [i.e., shows respect for others, actively builds trust, demonstrates honesty/fairness. Maintains appropriate levels of confidentiality. Gives credit to others, routinely expresses positive feedback and gratitude, understands others' perspectives, supports diversity and understands related issues].

Cognitive Ability: Ability to follow written and verbal directions
Ability to read and write
Ability to communicate effectively
Ability to organize tasks
Ability to exercise good judgment

Specific Skills: Must possess excellent communication skills
Must be able to problem solve

License: None

[Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job].