



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	Athletic Assistant Coach
SCHOOL/DEPARTMENT	Assigned school/ Assigned sport
SALARY	Per appropriate salary schedule
FLSA STATUS	Exempt
REPORTS TO	Athletic Director
SUPERVISES	None
WORK WEEK SCHEDULE	Monday – Friday; evenings and some weekends
WORK HOURS	As dictated by the sport and season
NUMBER OF MONTHS PER YEAR	As dictated by the sport and season

POSITION PURPOSE:

The Athletic Assistant Coach is responsible for providing appropriate and coaching expertise guidance to student athletes related to a particular sport for the duration of the sports season. As part of the Athletic Program, at the assigned school, the Assistant Coach is responsible for teaching and modeling good sportsmanship behaviors, appropriate techniques and skills related to the particular sport, ensuring safe practices are implemented to protect the students from physical injuries, and for serving as good role models for the students, the school and the school system.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of all the Athletic Policies approved by the Board of Education
- Comprehensive knowledge of existing system, state, and conference regulations
- Thorough understanding of the proper administrative line of command

- Thorough knowledge of the fundamental philosophy, skills and techniques associated with the athletic program
- Thorough knowledge of state and federal requirements regarding physical examinations, parental consent, and eligibility for athletic participation
- Thorough knowledge of training rules and any other unique regulations pertaining to the various sports in which athletes are engaged
- Thorough knowledge of guidance and safeguards in place for the safety of athletes in order to address medical injuries and emergencies
- Thorough knowledge of the process for initiating policies and procedures applicable to the athletic program

EDUCATION, TRAINING, AND EXPERIENCE

- High School Diploma or GED
- Additional course work and/or training in particular sport
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Associate's Degree or Bachelor's Degree from an accredited institution in Physical Education or related field
- Minimum of three (3) years of coaching experience at the middle or high school level
- NC Certification as Teacher, preferably in Physical Education

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Implement, interpret and enforce consistently existing school system, state and conference regulations
2. Refer all requests of grievances through proper channels
3. Attend all public/staff/departmental meetings for which attendance is required
4. Maintain discipline and work to increase morale and cooperation within the school sports program
5. Assist the Head Coach with scheduling, providing transportation to tournaments and special sport events
6. Assist with the necessary preparation to hold scheduled sport events or practices and adhere to scheduled facility times
7. Assist with sporting events and practices with maintenance and school employees
8. Assist with proper safeguard for maintenance and protection of assigned equipment sites
9. Assist with training rules and any other unique regulations of the sport to each athlete who is considered a participant
10. Attend all practices and games

11. Provide assistance, guidance, and safeguards for each participant while traveling
12. Assist with directing student managers and statisticians on respective team
13. Assist the Head Coach when determining discipline, delineating procedure concerning due process when the enforcement of discipline is necessary, and contacting parents when a student is dropped or becomes ineligible to participate
14. Accountable to the Head Coach for all equipment
15. Assist with the collection of the cost of any equipment lost or not returned
16. Assist with issuing and storage of equipment and submit an annual inventory and current records to the Head Coach
17. Recommend program area budgetary items for subsequent year to the Head Coach
18. Assist with monitoring and authorizing entrance to equipment rooms and coaches' offices
19. Assist with examining locker rooms for general cleanliness before and after practices and games
20. Share responsibilities for upkeep and regular care of facilities and fields
21. Assist with ensuring cleanliness and maintenance of specific sport equipment
22. Assist securing all doors, lights, windows, and locks before leaving building if custodians are not on duty
23. Assist with instilling in each player a respect for each other, athletic equipment and school property, including its care and proper use
24. Assist the Head Coach in carrying out his/her responsibilities
25. Assist with instructing the team members regarding changes in the rules and teaching fundamentals of the sport as outlined by the Head Coach
26. Assist with maintaining a record of team statistics and requirements for lettering (for Head Coach)
27. Work within the basic framework and philosophy of the Head Coach of that sport
28. Attend all staff meetings and carry out scouting assignments as outlined by the Head Coach
29. Arrive early enough before practice, contests, and meetings to adequately assist with preparation and remain long enough afterwards to help players with problems and/or be involved in staff discussions
30. Assist with the planning and implementation of both in-season and out-of-season conditioning and weight programs
31. Strive to improve skills by attending clinics and using resources made available by the Head Coach
32. Attend most of the contests, when possible, of other teams in the program
33. Perform other duties as assigned by the Head Coach or Athletic Director

WORKING CONDITIONS	
PHYSICAL DEMANDS	Depending on the sport, work may be considered light to heavy requiring the exertion of up to 100 pounds of force. Position may require a lot of standing, walking, kneeling, squatting, pushing, pulling, and running.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, with possible exposure to excessive heat and cold, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*