

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Assistant Coach

DEPARTMENT: High School Education

REPORTS TO: Athletic Director

POSITION SUMMARY: This position is responsible for assisting the head coach, and coaching and providing direction to student athletes so that they might achieve a high level of skill as well as an appreciation for discipline, sportsmanship and teamwork in the sport for which they are responsible. It is a supervisory responsibility of all school employees to supervise students and to assist in maintaining a safe environment.

ESSENTIAL FUNCTIONS:

- Holds and or attends organizational meetings for team prospects and parents and encourages potential athletes to participate in the sport
- Assists with tryouts and the collection of data and anecdotal observations on student performance.
- Supports the head coach monitoring the academic performance of team members to ensure that eligibility requirements are met; and encourages student athletes to maintain a high academic standard
- Follows and maintains knowledge of all District Regulations and procedures.
- At the direction of the head coach, instructs and demonstrates skill sets and techniques necessary for individual and team achievement in their respective sport.
- Assures a certified coach/District employee is present at all practices and games.
- Assures student athletes are supervised by a paid Coach on the team bus both to and from games.
- Observes players, during competition and practice to determine the needs for individual or team improvement.
- Adheres to financial Regulations and practices of the District in regard to the handling of money, expenses, and receipts.
- Organizes and or directs individual and small group practice activities/exercises
- Works with the head coach, as needed, in preparing practice and non-league game schedules.
- Enforces discipline Regulations and emphasizes sportsmanship and healthy lifestyles.
- Supervises students in locker rooms at home and away games and ensures appropriate behavior.
- Instructs student-athletes on and maintains a safe environment and facilities for student athletes at all times.
- Completes District injury report for any student injured within 24 hours even if student athlete does not see physician.
- Models sports-like behavior and maintains appropriate conduct towards players, officials, and spectators.
- Professionally represents the school and the District in interactions with student, parents, community, staff and the media.
- Maintains appropriate certifications and training hours as required by WIAA and the ISD.
- Demonstrate regular and prompt attendance to all team events.
- Follows WIAA rules, and District Regulations.
- Participates in special activities to include parent's night, banquets, award nights, and pep assemblies.
- Periodically and or consistent with WIAA rules and or head coach expectations attends staff development meetings, clinics and other professional activities to improve coaching performance.
- Models nondiscriminatory practices in all activities.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:

Working Conditions & Physical Requirements

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly; physical agility

to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school environment or outdoors. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

EDUCATION: High school diploma or equivalent.

EXPERIENCE: Job related experience is preferred, particularly in coaching adolescent age students.

REQUIRED TESTING: None Required

CERTIFICATES AND LICENSES: First Aid/CPR/AED certification. Valid WA State driver's license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

CONTINUING EDUCATION/TRAINING: That which is required to be effective in the position and to maintain certification.

CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Non-exempt

BARGAINING UNIT: Unrepresented