

**WARREN COUNTY PUBLIC SCHOOLS
POSITION DESCRIPTION**

JOB TITLE: Assistant Coach	LOCATION: Division High Schools & Middle Schools
	JOB CATEGORY: Non-Classified
IMMEDIATE SUPERVISOR: Building Administrator, Athletic Director	PAY GRADE: Supplemental Scale
	FLSA STATUS: Exempt

GENERAL DEFINITION AND CONDITIONS OF WORK

Assists the head coach in organizing, coordinating, and promoting a comprehensive athletic program that is designed to meet the needs and interests of the school community. Provides leadership, coaching instruction, and motivation to maintain a successful athletic program under the direction of the head coach.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- ◆ Provides strong leadership and motivation to build a successful athletic program;
- ◆ Complies with the rules and regulations of the Virginia High School League, and the regional and district councils;
- ◆ Supervises, directs, coordinates, and monitors student athletes, under the direction of the head coach;
- ◆ Attends team practices and games;
- ◆ Acts on the head coach's behalf in his/her absence;
- ◆ Takes all necessary and reasonable precautions (including the monitoring of environmental conditions) to protect students, employees, equipment, materials, and facilities;
- ◆ Informs students about the program and encourages their participation;
- ◆ Assists the head coach in preparing forms to the athletic director as required by the Virginia High School League and WCPS School Board;
- ◆ Models and instills positive sportmanship qualities to the student athletes in all activities;
- ◆ Interacts with student athletes, teachers, parents, and the community to build enthusiasm;
- ◆ Provides and/or monitors appropriate medical assistance to injured participants in athletic activities, as requested by head coach;
- ◆ Instructs participants in safety procedures and in the need to report injuries to a coach and/or athletic trainer immediately;
- ◆ Assists the head coach in ensuring the availability of a properly supplied first aid kit and emergency care cards at all times;
- ◆ Engages community support for the development of a total athletic program;
- ◆ Assumes responsibility for professional growth and keeps materials, records, supplies, and skills up-to-date;
- ◆ Maintains up-to-date knowledge of rules, regulations, and effective coaching practices;
- ◆ Participates in the awards program(s), as required by building administrator(s);
- ◆ Assists the head coach in organizing and monitoring fund raising activities;
- ◆ Assists the head coach in monitoring academic performance of athletes and ensuring that academic assistance and follow-up is provided for athletes that need it;
- ◆ Assists the head coach in coordinating team transportation arrangements for all away games/activities with the Athletic Director;
- ◆ Follows procedures established by the head coach for communicating with parents/guardians;

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- ◆ Complies with and supports school and division regulations and policies;
- ◆ Maintains proper boundaries with students at all times, assuring respect for the ethical and legal duties in the staff-student relationship and the essential duty to serve as a role model;
- ◆ Provides a good role model of an educated professional in appearance, demeanor, dress and behavior;
- ◆ Models non-discriminatory practices in all activities;
- ◆ Performs related duties as assigned by the head coach, Athletic Director and/or building administrator(s) in accordance with school/system policies and practices.

KNOWLEDGE, SKILLS, AND ABILITIES

Candidate must possess knowledge of coaching techniques for student athletes and the rules and regulations of the sport. Must possess the ability to establish good working relationships with students, coaches, administrators, parents, and other school-community members.

EDUCATION AND EXPERIENCE

Candidate must possess any combination of education and experience equivalent to completion of high school. Experience as a participant and/or assistant/coach is preferred.

SPECIAL REQUIREMENTS

Travel to various schools and/or athletic events is a requirement. Candidate must possess good moral character and is expected to be a role model, in and out of the school.

PHYSICAL DEMANDS/REQUIREMENTS

Duties performed typically in settings related to athletics and include, but not limited to: gymnasiums, sport fields, locker rooms, activity buses, weight rooms, and other home and away recreational areas. Frequent walking, stooping, standing, lifting, up to approximately 50 pounds, and occasional lifting of equipment/objects weighing in excess of 75 pounds. Other physical activities are required. Travel with students, coaches, trainers, and teams on athletic related trips is required. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for determining injuries/illnesses; the worker is subject to inside and outside environmental conditions, noise and hazards. Occasional movement of students by wheelchairs and other mechanical devices may be required. Contact with athletic coaches, athletic trainers, administration, staff, and parents is required. Contact with medical professionals may be required. Frequent contact with parents by phone and in person is necessary.

EVALUATION

The Athletic Director in conjunction with the head coach and building administrator(s) will evaluate performance on the ability and effectiveness in carrying out the above responsibilities.