

Fountain-Ft. Carson School District Eight

Job Description

Job Title: **Assistant Athletic Coach (Varsity/JV/Freshman)** Reports To: **Head Coach**
Pay Schedule/Range: **Professional Staff Supplementary Pay Plan** FLSA Status: **Exempt**
Prepared/Revised Date: **April 22, 2016** Work Year: **Varies based on season**

SUMMARY: Assist the head coach in instructing athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. Provide instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence. The success of athletic programs has a strong influence on the community's image of the entire school system and the public exposure is a considerable responsibility. However, community/parent pressure to win must not override the objectives of good sportsmanship and good mental health for student participants. **All coaching assignments will be for one school year and may or may not be renewed based on administrator recommendations and School Board approval.**

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency
1. Assist the head coach in various aspects of the sport-specific program. Supervise and monitor all sport-specific athletes and activities to ensure programs of high standards.	D
2. Conduct self in an appropriate professional manner at all times, serving as a role model for the other coaches and student athletes.	D
3. Work with the head coach to ensure that practice periods for the sport stay within the confines of the time specified by the Athletic Director and CHSAA.	D
4. Promote effective communication between schools and community by creating positive support for continued improvement of the programs.	D
5. Attend all sport-specific athletic practices and games.	D
6. Assist head coach during summer athletic camp activities to promote the sport.	Y
7. Is responsible for the general upkeep, protection and inventory of equipment under his/her jurisdiction.	D
8. Be available to assist in preparing practice and game field/court for practices and games.	M
9. Communicate and adhere to training rules and other unique regulations of the sport to each athlete who is considered a participant.	M
10. Communicate quality, useful and valid information to the head coach so that he/she is able to provide accurate information to the district, community and media.	W
11. Maintain good public relations with news media, booster club, parents, officials, volunteers, fans, and opponents.	D
12. Maintain multiple communication avenues for parents of student athletes and effective conflict resolution strategies.	D
13. Assist head coach in paper work and filing of all appropriate documents.	W
14. Understand the proper administrative chain of command and refer all requests, concerns or grievances through the proper channels.	D
15. Perform other duties as assigned.	Ongoing

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent
- Has previous experience as an effective coach in the assigned sport

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- All Colorado High School Activities Association (CHSAA) member school coaches of interscholastic activity programs who assume full responsibility for students under their direction at any level shall be either:
 - A certified teacher or administrator holding a current license issued by the Colorado Department of Education; or
 - Employed as a teacher, counselor and or administrator at least 50% of the school day in a private school; or
 - A coach registered with the CHSAA.
- Coaches not holding a CDE-issued teacher or administrator license can NOT be a current District non-exempt staff member and shall be registered with the CHSAA in one of the following capacities:

Fountain-Ft. Carson School District Eight
Job Description

- One-year Coaching Registration requested by a member school; or
- A one-time renewal of the above one-year registration; or
- Permanent Coaching Registration (applied for and held by individual coach).
- All coaches must have CPR and Concussion Protocol training

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Excellent interpersonal skills
- Ability to assist, direct, and supervise athletes within the sport program
- Substantial knowledge of the technical aspects of the sport and willing to examine new theories and procedures important to athletics
- Excellent leadership skills
- Customer service and media/public relations skills
- Critical thinking and problem solving skills
- Fiscal management skills
- Knowledge of CHSAA rules, regulations, policies and procedures
- Ability to diffuse and manage volatile and stressful situations
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator
- Ability to promote and follow Board of Education policies and building and department procedures

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word and Excel
- Operating knowledge of and experience with typical equipment associated with the sport being coached
- Operating knowledge and use of the District’s athletic scheduling software

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	
Reports to:	Sport-specific Head Coach	
	POSITION TITLE	# of EMPLOYEES
Direct reports:	Sport-specific Managers	Varies

- This position does not require supervisory duties of other district personnel.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit and use hands to finger. The employee is frequently required to reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee is frequently exposed to outdoor weather conditions. The noise level in the work environment is usually moderate to loud.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, use interpersonal skills, compile and negotiate. Frequently required to instruct, synthesize and evaluate. Occasionally required to copy and compute.