

NACHES VALLEY SCHOOL DISTRICT JT #3

Position Description

JOB TITLE: Athletics – Assistant Coach

POSITION DESCRIPTION: The Athletic coach is responsible for presenting to student athletes sports skills and knowledge, team (group) skills, and character traits inherent in positive athletic competition and life practices.

SUPERVISED BY: Responsible to the Athletic Director

QUALIFICATIONS:

1. High school diploma or GED.
2. Valid CPR / First Aid card.
3. Clearance for State and National background checks as a result of fingerprinting; successfully pass criminal records check.

MAJOR FUNCTIONS AND RESPONSIBILITIES:

1. Shall be committed to the academic success of their athletes in word and deed.
2. Shall be committed to the safety and well being of the athletes in his/her charge, teaching and developing positive character traits and sportsmanship.
3. Assist in the development of the athletic program as directed by the head coach.
4. Assume those duties and responsibilities as assigned by head coach.
5. Assist the head coach in all organizational matters.
6. Assist the head coach in all supervisory duties and/or supervise the team assigned to him/her.
7. Accompany and direct all games at home or away for his/her assigned team.
8. Assume the responsibilities of the head coach in his/her absence.
9. Assist in the upkeep and inventory of equipment.
10. Shall plan (in written form), organize, direct, and supervise all practice sessions. Teach (and document such teaching) safety procedures and proper playing techniques for the sports activity. Include sportsmanship, character development, and service in practice planning. Keep record of all practice sessions and submit copies of practice plans to the athletic director.
11. Shall conduct practices open to all spectators. It is understood that observers of practice sessions will be assigned a specific spot in the facility and observe inconspicuously.
12. Shall determine the degree of fitness of each participant and readiness for competition.
13. Shall over-see the safety conditions of the facility or area in which the assigned sport is conducted.
14. Shall possess a current CPR/First Aid certification.
15. Shall supervise all locker rooms, transportation, facilities as assigned.
16. Shall practice every legal practice day throughout the season.
17. Shall keep practices to an acceptable length (2.5 hours – HS, 2.0 hours – MS).

18. Shall create team rules, expectations, and procedures, through the head coach, to communicate with athletes, parents, and administration as to the requirements of all aspects of team involvement.
19. Recommend disciplinary action as outlined in the team rules/expectations through the head coach, in accordance with the teams discipline ladder.
20. Adhere to all expectations, regulations and policies, including bus regulations of the school district.
21. Keep abreast of new ideas and techniques related to his/her sports.
22. Shall communicate problems related to any team to the head coach.
23. Shall take the responsibility to communicate with athletes, parents and administration to develop good public relations in the school and community.
24. Shall take responsibility for care and use of facilities.
25. Shall be versed in the rules of the WIAA, league, and school district as outlined in the handbook.
26. Shall maintain criteria of the WIAA coaching standards.
27. Shall conduct themselves with the utmost of professionalism at all times.

EVALUATED ANNUALLY BY: Athletic Director

TERMS OF EMPLOYMENT: Season as defined with salary and benefits to be determined by the Board of Directors.

The Naches Valley School District Jt.3 complies with all federal rules and regulations and does not discriminate on the basis of race, color, national origin, sex or handicap. This holds true for all district employment and opportunities. Inquiries regarding compliance procedures may be directed to the school district's Title IX Officer and/or Section 504 Coordinator.

Title IX Officer: Del Cruzen
Naches Valley High School
PO Box 159
Naches, WA 98937
457-8781 or 653-2342

Section 504 Coordinator: Shelley Marquett
Special Services
PO Box 99
Naches, WA 98937
457-8592 or 653-2122