

# Position Description

Mingus Union High School District

**Position Job Title:** Assistant Coach

**Salary Classification:** Stipend

**Position Supervision:** Head Coach, Athletic Director

**General Statement of Position's Purpose:** To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the coach must instruct and demonstrate behaviors that lead to socially acceptable character development, self-discipline, self-confidence, and pride of accomplishment in the student athletes. To upgrade his/her knowledge and skills through coaching clinics, observations, consultation, etc.

**Qualifications:**

- Has the ability to organize and supervise a sports team.
- Has previous successful coaching experience in assigned sport.
- Must have knowledge of the technical aspects of the sport and, at the same time, must continue to examine new theories and procedures pertinent to the field.
- The assistant coach must serve as an appropriate role model for student athletes through his/her instructions and actions.

**GENERAL:**

- The success of athletic programs has a strong influence on the community's image of the entire system. The public exposure is a considerable responsibility and community/parent pressure for winning performance is taxing, but must not override the objectives of good sportsmanship, good mental health and educational priorities.
- The position includes other unusual aspect such as extended time, risk injury factor and due process predicaments.
- It is the express intent of this job description to give sufficient guidance to function. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.

**DUTIES AND RESPONSIBILITIES:**

- Has a thorough knowledge of all the athletic policies approved by the Mingus Union Governing Board and is responsible for their implementation.
- Has knowledge of Arizona Interscholastic Association and state regulations; implements same consistently and interprets them for staff.
- Understands the proper administrative line of command and refers all requests or grievances through proper channels. Is aware of all public/staff/departmental meetings that require attendance.

**STAFF RESPONSIBILITIES:**

- Implements the fundamental philosophy, skills and techniques as directed by the head coach, athletic director and principal.
- Maintains discipline, adjusts grievances and works to increase morale and cooperation.
- Performs such other duties which may be assigned by the head coach, athletic director/principal.

**ADMINISTRATIVE DUTIES:**

- Assists in the necessary preparation to hold scheduled sport events or practices and adheres to scheduled facility times.
- Provides documentation to fulfill state and district requirements concerning physical examinations, parental consent and eligibility.
- Provides proper safeguards for maintenance and protection of assigned equipment sites.

**STUDENT RESPONSIBILITIES:**

- Serves as a mentor to each athlete to promote the development and demonstration in student athletes the character traits of trustworthiness, respect, responsibility, fairness, caring, and citizenship.
- Gives constant attention to a student athlete's grades and conduct.
- By his/her presence at all practices games and while traveling, provides assistance, guidance and safeguards for each participant.
- Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant.
- Initiates programs and policies concerning injuries, medical attention and emergencies. Completes paperwork on all disabling athletic injuries on proper forms and submits to athletic office within 24 hours.
- Directs student managers, assistants and statisticians.
- Works with the head coach and athletic director to determine discipline, delineates procedures concerning due process when the enforcement of discipline is necessary and contracts parents when a student is dropped or becomes ineligible.
- Assists athletes in their college or advanced educational selection.

**FINANCE AND EQUIPMENT:**

- Is accountable for all equipment and collects the cost of any equipment lost or not returned.
- Properly marks and identifies all equipment before issuing or storing.
- Monitors equipment rooms and coaches' offices, authorizes who may enter, issue or requisition equipment.
- Permits the athletes to only be in authorized areas of the building at the appropriate times.
- Examines locker rooms before and after practices and games, checking on general cleanliness of the facility.
- Responsible for cleanliness and maintenance of specific sport equipment.

- Secures all doors, lights, windows and locks before leaving building if custodians are not on duty.
- Instills in each player a respect for equipment and school property, its care and proper use.

**PUBLIC RELATIONS:**

- Promotes the sport within the school through recruiting athletes who are not in another sports program and promotes the sport outside the school through news media, little league programs, or in any other feasible manner.
- Responsible for maintaining good public relations with news media, booster club, parents, officials, volunteers and fans.