



**Browning Public Schools**  
**JOB DESCRIPTION**  
Effective: November 16, 2000



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## **Athletic Coach (Assistant)**

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### **Summary of Functions**

Under general supervision, coaching functions for sport as advertised/posted and for which applicant applied. Such functions include recruiting, training, and motivating students as applicable to the sport and this position.

With respect to the following functions, the Assistant Coach aids, as assigned, but the Head Coach of the sport. The High School Coach carries our functions within parameters provided by the Athletic Coordinator for the school and the sport.

### **Duties and Responsibilities**

- 1) **Recruiting** – Encourages and selects student athletes and trainers. Assesses fitness for the sport and makes appropriate decisions based on that assessment. Assists Head Coach/Athletic Coordinator in screening, interviewing, and making recommendations as assigned.
- 2) **Training** – Provides training usual and suitable for the sport and to the student athletes. Initiates individual training programs as necessary.
- 3) **Events** – Attends all scheduled events and manages all related activities including, strategy, play, player selection, and communications with sport officials.
- 4) **Administration** – Administers all aspects of the sport including supervision, scheduling, use of facilities, travel, supplies, and equipment.
  - a. Supervises the conduct and activities of student athletes and trainers including during travel to and from events.
  - b. Plans and undertakes travel relating to each event and/or in-service training.
  - c. Provides adequate controls and safeguarding over supplies and equipment (i) to prevent loss or misuse, and (ii) determine that all items used in the sport are in good condition and do not pose a safety risk to students or the public.
  - d. Arranges use of facilities as necessary. Determines that facilities are safe, clean and suitable for the sport at all times including at the end of the event and undertakes appropriate measures to correct any deficiencies.
  - e. Accounts for all funds entrusted to the Coach according to Business Office procedures. Such procedures include itemized accounting with original receipts, invoices, etc. and the return of unused cash, if any, promptly following each event.
  - f. Maintains files, records, reports, and correspondence as assigned. Records relating to student medical condition or health shall be kept confidential.
  - g. Assists in planning, budgeting and other matters relating to the sport.
- 5) **Personal Conduct** – Fully understands that all coaches, student athletes, and trainers represent BPS before the general public and therefore subscribes to a high level of personal conduct, in manner, actions and decisions. Such conduct includes an enthusiasm for the sport, for teaching the sport, and a professional manner in all

- relationships associated with it. Instructs students in such higher standard of conduct, monitors conformance, and recommends discipline for those who violate it.
- 6) **Other** – Performs such other functions as may be necessary to the work of the Head Coach/Athletic Coordinator as relating to the sport.

### **Organizational Relationships**

Supervised by and reports to Head Coach or Athletic Coordinator as applicable.

### **Qualifications**

Education/Experience - Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- High school graduate.
- Demonstrated ability/knowledge in the sport including rules and procedures.
- Enjoys teaching and working with students.
- Effectively communicates with parents and others relating to the sport.
- Valid Montana driver's license.
- Physical ability to demonstrate motions usual to the sport such as running, lifting, physical impact, throwing, catching, swinging, etc. Should be able to lift and move up to 60 pounds on a continuous basis for short periods of time.
- Good communication and organizational skills.
- Ability to work with others and without close supervision.
- Ability to handle details accurately.
- Good work habits.

**Knowledge Of** - The sport in other Montana schools and nationally, as applicable, to communicate effectively in trends, techniques, and methods.

**Desirable Qualifications** - Experience in coaching the sport or other sports. Working ability in keyboarding and familiarity with desktop computers, preferably Microsoft operating system. Prefer BPS experience: (1st) prior successful experience in the position, (2nd) teacher, and (3rd) permanent instructional staff.

**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.

**Pre-employment Requirements** – Successful applicant, prior to employment, (1) must pass a criminal background check, (2) provide evidence of a test for tuberculosis, (3) must successfully pass testing for drug use administered at BPS expense, and (4) may, at the option and expense of BPS, be tested and subjected to a physical examination by a medical doctor whose findings shall be confidential and limited to the interview committee and Personnel Department. An offer of employment will be subject to these requirements.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.