

# Athletic Assistant Coach

---

- POSITION:** Athletic Assistant Coach
- LOCATION:** Middle and High Schools
- REPORTS TO:** Athletic Coach and Principal
- JOB GOAL:** To assist the coach to help each participating student achieve a high level of skill, an appreciation for the values of discipline and sportsmanship, and an increased level of self-esteem.
- QUALIFICATIONS:** Appropriate valid West Virginia Teaching Certificate or have completed the coaching training program offered by the WVSSAC. Thorough knowledge of coaching principles and practices. Knowledge of budgeting and financial arrangements. Knowledge of the rules and regulations as these pertain to the area being coached and ability to deal effectively with co-workers, athletes and the public.
- EMPLOYMENT TERM:** Based upon contract.
- SALARY:** Based upon Assistant Coach's contract and county scale for Assistant Coach for specific sports.
- RESPONSIBILITIES:** The individual shall adhere to all established laws, rules, policies and regulations and shall communicate with parents and the educational community and shall implement fundamental sports skills and sports management systems and to assist the coach in carrying out his/her job responsibilities.
- 1. Professional and Interpersonal Relations:** Communicates with educational personnel, parents, students, and others. Items that may be used to reflect professional and interpersonal relations:
    - Cooperate with building principal,
    - Cooperate with athletic director,
    - Develop rapport with coaching staff within the school,
    - Organize coaching staff,
    - Develop positive relationship with participants,
    - Develop positive relationship with student body,
    - Develop positive relationship with faculty,
    - Develop positive relationship with parents and community,
    - Develop positive relationship with game officials,
    - Develop positive relationship with news media,
    - Develop positive relationship with opponents,
    - Employ appropriate conduct during games,
    - Employ appropriate conduct during practices,
    - Attend league, conference and WVSSAC meetings,
    - Participate in activities that foster professional growth and development,
    - Motivate staff and players toward desired goals,
    - Command respect by example in appearance, manners, behavior and language, and
    - Communicates with parents and the educational community.

2. **Coaching and Related Areas:** Organize strategies for teaching sports skills and sports management systems. Items that may be used to reflect coaching and related areas:

- Develop high caliber and quality instruction,
- Teach fundamental sports skills and sports management systems,
- Handle athletic injuries,
- Care for equipment,
- Supervise participants and discipline team appropriately,
- Design quality organization of practice sessions,
- Design pre-season planning,
- Supervise managers and other support personnel,
- Manage budget,
- Follow purchasing procedures,
- Initiate game organization skills,
- Follow league, conference, and WVSSAC policies,
- Devote time and energy to coaching duties,
- Follow end of season procedures, and
- Such other duties as the coach and/or principal may direct.