



MIDDLE SCHOOL ASSISTANT COACH

SUMMARY:

Under the direction of the middle school principal and activities director, a middle school coach supervises and instructs students participating in their selected sport in order to provide students with a positive learning experience in that sport. The Assistant Coach assists the Head Coach in the appropriate instruction of all students participating on the team. The Assistant Coach will also help to monitor supplies, keep track of necessary student forms, and coordinate use of the school facilities for the practices and activities.

ESSENTIAL FUNCTIONS:

1. Assist in the issuance, care, and inventory of equipment, supplies, and uniforms.
2. Promote school and community interest in the sport by: appearing at school pep assemblies, holding early season parent meetings, and coordinating fundraising as appropriate.
3. Assist in supervising students at all times from the time practice or activity starts until students leave for home. **At no time should students be without direct supervision of a coach.**
4. Be responsible for the conduct of student athletes and other involved students at all times during practice, games, during bus rides, stays at other schools, etc.
5. Coordinate the security of all facilities used by the team and coaching staff (i.e. lock all doors and turn out lights after practice or activity has concluded).
6. Ensure that student complete all necessary paperwork for participation.
7. Keep a complete team roster and accurate practice attendance. These forms must be submitted to the MS Activities Director and Principal.
8. Help the Head Coach generate the end of season report according to the specifications of the Activities Director.
9. Communicate all policies, procedures, and training rules to **all** members of the team.
10. Exhibit qualities of leadership, good sportsmanship, unity, and school spirit and promote them in your team.

NON-ESSENTIAL FUNCTIONS:

Other duties as assigned.

COMPETENCIES:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists;
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form;
- Ability to work comfortably with students, staff, parents, and the community, from diverse backgrounds, while being responsive to their needs;
- Demonstrable experience in specific sports (volleyball, football, basketball, or wrestling) preferred;

- Demonstrable understanding of the importance of student athletics in the context of a rigorous academic environment;
- Effective interpersonal, communication, conflict resolution, time management, and record-keeping skills;
- Knowledgeable about training in current approaches to coaching, athletics, teaching, and structures for differentiated instruction;

SUPERVISORY RESPONSIBILITY:

This position supervises parent volunteers, student athletes, and coaching staff.

WORK ENVIRONMENT:

- Mostly works indoors in gym and sometimes outdoors at athletic fields, sporting events, practices, or job sites.
- Work very near people. They provide first aid and care for athletes and other clients.
- Are sometimes exposed to loud and distracting sounds, especially during sporting events.
- Sometimes work in hot or cold temperatures, depending on weather.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to speak and/or hear. The employee is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The employee is occasionally required to use hands to handle or feel and must occasionally climb or balance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

POSITION TYPE AND EXPECTED HOURS OF WORK:

Paid activity per VAFT-VCS negotiated agreement Article 12, Step C under Extra-Curricular Activities.

TRAVEL:

Some travel may be expected for this position.

REQUIRED EDUCATION AND EXPERIENCE:

1. Must hold a valid Alaska Driver License and ability to obtain a valid CPR/First Aid card.
2. Possesses good knowledge of sport assigned, including but not limited to knowledge of training and conditioning techniques and the ability to diagnose player deficiencies and proscribe corrective activities.
3. Possesses a good ability to communicate with parents and students.
4. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
5. Must provide appropriate background check when hired.

PREFERRED EDUCATION AND EXPERIENCE:

1. One year of related coaching experience.
2. Experience working with youth.

ADDITIONAL ELIGIBILITY QUALIFICATIONS:

None required for this position.

EEO STATEMENT:

Valdez City School District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, marital status, pregnancy, sexual orientation, or any other basis of discrimination prohibited by local, state, or federal law. This policy will prevail in all matters concerning staff, students, the public, educational facilities, programs, services, and activities, and with whom the district does business.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

SIGNATURE

Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee

Date

Revised: May 30, 2019