

JOB DESCRIPTION
ASSISTANT COACH
SCHOOL DISTRICT OF PITTSVILLE

REPORTS TO: Head Coach and Activities Director

GENERAL SUMMARY: The assistant coach for each sport has the responsibility of carrying on the sport in the best interest of the school district by adhering to the policies and regulations of the School Board, as well as the practices and procedures of the School Administration. Further, each assistant coach should have a working knowledge of individual building practices, the Pittsville School System rules, and the WIAA State Association rules.

QUALIFICATIONS:

- A. Professional Preparation: Employment as a teacher with coaching preparation either through experience or college preparation.
- B. Background Experience: Possess working knowledge of the sport, suitable for the position of assistant coach.
- C. Possess alternatives to the above qualifications, as the Board may find appropriate and acceptable.

DUTIES AND RESPONSIBILITIES:

- A. Have an understanding knowledge of rules and regulations regarding his or her sport as presented in the WIAA Handbook.
- B. Keep updated of new knowledge, innovative ideas, and techniques by attendance at clinics, workshops, and reading in his or her field.
- C. Assist head coach in carrying out his or her responsibilities.
- D. During Season:
 - 1. Assist head coach in proper registration of all athletes.
 - 2. Assist head coach in making a systematic issuance of school equipment.
 - 3. Assist in implementing "Athletic Standards" as outlined in the Athletic Handbook and Pittsville School District Policies.
 - 4. Assume responsibility for constant care for equipment and facilities being used.
 - 5. To be in regular attendance at practice sessions and contests.
 - 6. Apply discipline in a firm and positive manner.
 - 7. Emphasize safety precautions and be aware of best training and injury procedures. Consult with athletic training staff to make appropriate decisions regarding the diagnosis of and return to action after an injury to a student-athlete.
 - 8. Conduct himself or herself in an ethical manner during practice and contest.
 - 9. Instruct players concerning rules and rule changes, new knowledge, and innovative ideas and techniques.
- E. End of Season
 - 1. Assist in the return and inventory of school equipment.
 - 2. Recommend athletes for letter awards in a timely manner.
 - 3. Recommend facility maintenance and improvements.
 - 4. Recommend equipment to be purchased.

Approved by the Board of Education May 8, 2023.

